

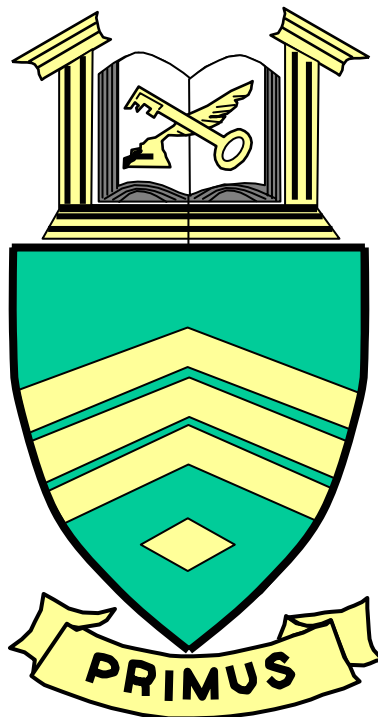
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U657

JUN 04

AWARDS AND DECORATIONS

PRERESIDENT TRAINING SUPPORT PACKAGE



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PRERESIDENT TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	U657 / AWARDS AND DECORATIONS
Effective Date	01 Jun 2004
Supersedes TSP(s) / Lesson(s)	U657, Awards and Decorations, Jun 01
TSP Users	521-SQIM (DL), First Sergeant Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p>E-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the student with a standardized lesson plan for presenting instruction for:

Task Number**Task Title**

121-010-8015

Recommend Administrative and Personnel Actions

**This TSP
Contains**

TABLE OF CONTENTS

	PAGE
Preface.....	2
Lesson Section I Administrative Data	4
Section II Introduction.....	6
Terminal Learning Objective - Advise the commander on the Awards and Decorations Program.	6
Section III Presentation	7
Enabling Learning Objective A - Interpret the objective of the DA Military Awards Program.	7
Enabling Learning Objective B - Determine the categories and purpose of awards and decorations.	8
Enabling Learning Objective C - Determine the procedures for recommending soldiers for awards.	9
Enabling Learning Objective D - Determine the methods for announcing awards, decorations, certificates, and letters.	10
Enabling Learning Objective E - Evaluate an award recommendation.	11
Section IV Summary.....	12
Section V Student Evaluation	13
Appendix A - Viewgraph Masters (N/A) A -	1
Appendix B - Test(s) and Test Solution(s) (N/A) B -	1
Appendix C - Practical Exercises and Solutions C -	1
Appendix D - Student Handouts D -	1

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AWARDS AND DECORATIONS
U657 / Version 1
01 Jun 2004

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
	521-SQIM (DL)	1	First Sergeant Course
Task(s) Taught(*) or Supported	<u>Task Number</u>	<u>Task Title</u>	
	121-010-8015	Recommend Administrative and Personnel Actions	
Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>	
	None		
Academic Hours	The academic hours required to teach this lesson are as follows:		
	Distance Learning Hours/Methods		
		25 mins /Practical Exercise (Performance)	
		25 mins /Study Assignment	
	Test	0 hrs	
	Test Review	0 hrs	
	Total Hours:	1 hr	
Test Lesson Number		<u>Hours</u>	<u>Lesson No.</u>
	Testing (to include test review)	3 hrs	E651 version 1
Prerequisite Lesson(s)	<u>Lesson Number</u>	<u>Lesson Title</u>	
	None		
Clearance Access	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.		
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.		
References	<u>Number</u>	<u>Title</u>	<u>Date</u>
	AR 600-8-22	MILITARY AWARDS	25 Feb 1995
Student Study Assignments	<ul style="list-style-type: none"> Read Student Handout 1. 		
Instructor Requirements	None		

**Additional
Support
Personnel
Requirements**

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
MSG, FSC graduate, ITC, and SGITC graduate (Enlisted)	1:14	1	1 hr

**Equipment
Required
for Instruction**

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
None					
* Before Id indicates a TADSS					

**Materials
Required**

Instructor Materials:
None

Student Materials:

- TSP.
- Pen or pencil and writing paper.

**Classroom,
Training Area,
and Range
Requirements**

None

**Ammunition
Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional
Guidance**

None

**Proponent
Lesson Plan
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Colyer, Donald J.	GS09	Training Specialist	
Adams, Chris L.	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Bucher, George V.	GS11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	

SECTION II. INTRODUCTION

Method of Instruction: <u>Study Assignment</u>
Technique of Delivery: <u>Individualized, self-paced Instruction</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>0:0</u>
Media: <u>None</u>

Motivator

To expedite the approval and presentation of awards, you should know what form to use and the procedures prescribed for recommending, processing, and presenting awards. The more you know about the DA Military Awards Program, the easier it is for you to recommend or process a recommendation for an award. This lesson provides you, as the first sergeant, with the tools necessary to become proficient in this area of personnel actions.

Terminal Learning Objective

At the completion of this lesson, you [the student] will:

Action:	Advise the commander on the Awards and Decorations Program.
Conditions:	As a first sergeant in a self-study environment given AR 600-8-22 (SH-1).
Standards:	Advised the commander on the Awards and Decorations Program IAW AR 600-8-22 (SH-1).

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

Evaluation

At the end of your phase I training and before entering phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.

Instructional Lead-In

Ensuring personnel in your unit get proper recognition for meritorious achievements or service is germane to high morale and esprit de corps.

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SECTION III. PRESENTATION

A. ENABLING LEARNING OBJECTIVE

ACTION:	Interpret the objective of the DA Military Awards Program.
CONDITIONS:	As a first sergeant in a self-study environment given AR 600-8-22 (SH-1).
STANDARDS:	Interpreted the objective of the DA Military Awards Program IAW AR 600-8-22 (SH-1).

1. Learning Step / Activity 1. Objective of the DA Military Awards Program

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

To complete this learning step activity, you are to--

- Read the above ELO.
- Read AR 600-8-22 (SH-1), p SH-1-4.

2. Learning Step / Activity 2. Objective of the DA Military Awards Program

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

Complete the questions in the practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 5 minutes to complete the question.
- Complete question 1 of the practical exercise, p C-2.
- Compare your responses with the solutions on p C-6 for the practical exercise.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as the check on learning for this ELO.

B. ENABLING LEARNING OBJECTIVE

ACTION:	Determine the categories and purpose of awards and decorations.
CONDITIONS:	As a first sergeant in a self-study environment given AR 600-8-22 (SH-1).
STANDARDS:	Determined the categories and purpose of awards and decorations IAW AR 600-8-22 (SH-1).

1. Learning Step / Activity 1. Categories and Purpose of Awards and Decorations

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

To complete this learning step activity, you are to--

- Read the above ELO.
- Read AR 600-8-22 (SH-1), pp SH-1-10, SH-1-24, para 5-1, SH-1-28, SH-1-31 thru SH-1-34.

2. Learning Step / Activity 2. Categories and Purpose of Awards and Decorations

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

Complete the questions in the practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 5 minutes to complete the questions.
- Complete questions 2 thru 7 of the practical exercise, pp C-2 and C-3.
- Compare your responses with the solutions on p C-6 for the practical exercise.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as the check on learning for this ELO.

C. ENABLING LEARNING OBJECTIVE

ACTION:	Determine the procedures for recommending soldiers for awards.
CONDITIONS:	As a first sergeant in a self-study environment given AR 600-8-22 (SH-1).
STANDARDS:	Determined the procedures for recommending soldiers for awards IAW AR 600-8-22 (SH-1).

1. Learning Step / Activity 1. Procedures for Recommending Soldiers for Awards

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

To complete this learning step activity, you are to--

- Read the above ELO.
- Read AR 600-8-22 (SH-1), pp SH-1-4, SH-1-11, SH-1-4, and SH-1-20, para 4-1.

2. Learning Step / Activity 2. Procedures for Recommending Soldiers for Awards

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

Complete the questions in the practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 5 minutes to complete the questions.
- Complete questions 8 thru 11 of the practical exercise, pp C-3 and C-4.
- Compare your responses with the solutions on pp C-6 and C-7 for the practical exercise.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as the check on learning for this ELO.

D. ENABLING LEARNING OBJECTIVE

ACTION:	Determine the methods for announcing awards, decorations, certificates, and letters.
CONDITIONS:	As a first sergeant in a self-study environment given AR 600-8-22 (SH-1).
STANDARDS:	Determined the methods for announcing awards, decorations, certificates, and letters IAW AR 600-8-22 (SH-1).

1. Learning Step / Activity 1. Methods for Announcing Awards, Decorations, Certificates, and Letters

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

To complete this learning step activity, you are to--

- Read the above ELO.
- Read AR 600-8-22 (SH-1), pp SH-1-5, SH-1-6, SH-1-29, and SH-1-30.

2. Learning Step / Activity 2. Methods for Announcing Awards, Decorations, Certificates, and Letters

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

Complete the questions in the practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 5 minutes to complete the questions.
- Complete questions 12 thru 14 of the practical exercise, pp C-4 and C-5.
- Compare your responses with the solutions on p C-7 for the practical exercise.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as the check on learning for this ELO.

E. ENABLING LEARNING OBJECTIVE

ACTION:	Evaluate an award recommendation.
CONDITIONS:	As a first sergeant in a self-study environment given AR 600-8-22 (SH-1).
STANDARDS:	Evaluated an award recommendation IAW AR 600-8-22 (SH-1).

1. Learning Step / Activity 1. Award Recommendation

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

To complete this learning step activity, you are to--

- Read the above ELO.
- As needed, review AR 600-8-22 (SH-1) and Student Handout 2.

2. Learning Step / Activity 2. Award Recommendation

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: None

Complete the question in the practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 5 minutes to complete the question.
- Complete question 15 of the practical exercise, p C-5.
- Compare your response with the solution on p C-7 for the practical exercise.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as the check on learning for this ELO.

SECTION IV. SUMMARY

Method of Instruction: <u>Study Assignment</u>
Technique of Delivery: <u>Individualized, self-paced Instruction</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>0:0</u>
Media: <u>Individualized, self-paced Instruction</u>

Check on Learning

The practical exercise serves as the check on learning for this lesson.

Review / Summarize Lesson

You need to keep abreast of the guidance outlined in the military awards regulation to ensure personnel within your unit receive the recognition they deserve. Accomplishing this requires your direct supervision and concise knowledge of how to properly review and process awards recommendations.

SECTION V. STUDENT EVALUATION

Testing Requirements

At the end of your phase I training and before entering phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.

Feedback Requirements

NOTE: Feedback is essential to effective learning. Please complete the student questionnaire and mail to USASMA.

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Complete the following actions:

- Enter your name, your rank, and the date you complete this questionnaire.

Name:

Rank:

Date:

- Answer items 1 through 6 below.
- Fold the questionnaire, so the address for USASMA is visible.
- Print your return address, add postage, and mail.

NOTE: Your response to this questionnaire will assist the Academy in refining and improving this course. When completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best curriculum possible.

Item 1:

Do you feel you have met the learning objectives of this lesson?

Item 2:

Was the material covered in this lesson new to you?

Item 3:

Which parts of this lesson were most helpful to you in learning the objectives?

Item 4:

How could we improve the format of this lesson?

Item 5:

How could we improve the content of this lesson?

Item 6:

Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary

CMDT USASMA
ATTN ATSS DCF FSC TATS
BLDG 11291 BIGGS FLD
FT. BLISS, TX 79918-8002

Appendix A - Viewgraph Masters (N/A)

Appendix B - Test(s) and Test Solution(s) (N/A)

Appendix C

PRACTICAL EXERCISE 1

Title	AWARDS AND DECORATIONS						
Lesson Number / Title	U657 version 1 / AWARDS AND DECORATIONS						
Introduction	None						
Motivator	None						
Terminal Learning Objective	<p>At the completion of this lesson, you [the student] will:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Action:</td><td>Advise the commander on the Awards and Decorations Program.</td></tr> <tr> <td>Conditions:</td><td>As a first sergeant in a self-study environment given AR 600-8-22 (SH-1).</td></tr> <tr> <td>Standards:</td><td>Advised the commander on the Awards and Decorations Program IAW AR 600-8-22 (SH-1).</td></tr> </table>	Action:	Advise the commander on the Awards and Decorations Program.	Conditions:	As a first sergeant in a self-study environment given AR 600-8-22 (SH-1).	Standards:	Advised the commander on the Awards and Decorations Program IAW AR 600-8-22 (SH-1).
Action:	Advise the commander on the Awards and Decorations Program.						
Conditions:	As a first sergeant in a self-study environment given AR 600-8-22 (SH-1).						
Standards:	Advised the commander on the Awards and Decorations Program IAW AR 600-8-22 (SH-1).						
Safety Requirements	None						
Risk Assessment	Low						
Environmental Considerations	None						
Evaluation	This is a self-graded exercise. Check your responses to the situations with the solutions on pp C-6 and C-7. If your responses do not match the responses in the solution, you should study the appropriate references as indicated.						
Instructional Lead-In	None						
Resource Requirements	<p>Instructor Materials: None</p> <p>Student Materials:</p> <ul style="list-style-type: none"> • TSP. • Pen or pencil and writing paper. 						
Special Instructions	Question 15 is an exercise designed to familiarize you with reviewing a DA Form 638, Recommendation for Award (side one only). Follow the instructions given to you when completing question 15.						

Procedures

QUESTION 1: What is the objective of the awards program?

- A. To ensure soldiers who serve honorably for specific time periods receive recognition for their meritorious efforts.
- B. To provide tangible recognition for acts of valor, exceptional service or achievement, special skills or qualifications, and acts of heroism not involving actual combat.
- C. To ensure timely and deserving recognition of truly exceptional soldiers and/or separate units.
- D. To provide unit morale, esprit de corps, and individual recognition to deserving soldiers.

QUESTION 2: How does AR 600-8-22 define "award"?

- A. Recognition given to individuals for acts or services commensurate with an appropriate period of honorable service.
- B. Remembrance of meritorious service given to individuals or units for acts, or badges, accolades, emblems, citations, commendations, streamers, and silver bands.
- C. Recognition for a specific period of honorable service or meritorious acts of documented exceptional service.
- D. Recognition given to individuals or units for certain acts or services, or badges, accolades, emblems, citations, commendations, streamers, and silver bands.

QUESTION 3: How does AR 600-8-22 define "decoration"?

- A. Specifically designed tangible recognition of honor denoting meritorious, exceptional, outstanding service or acts of valor.
- B. Distinctively designed mark of honor denoting outstanding service or acts of valor in other than a combat situation.
- C. Distinctively designed mark of honor denoting heroism or meritorious/ outstanding service/achievement.
- D. Recognition of specific periods of outstanding service or acts of heroism.

QUESTION 4: Why does the U.S. Army award military decorations?

- A. To recognize an act of meritorious achievement and to enhance a soldier's self-esteem.
 - B. In recognition of particular achievements for specified time periods.
 - C. To recognize an individual or unit for service above and beyond the call of duty.
 - D. In recognition of heroism, meritorious achievement, or meritorious service.
-

**Procedures,
continued**

QUESTION 5: What is the purpose of service (campaign) medals and service ribbons?

- A. To denote time served in a specific locale within specified units.
- B. To denote meritorious performance while assigned to a specific geographic area.
- C. To denote appreciation from a foreign government for service above and beyond the call of duty to that country.
- D. To denote honorable performance of military duty within specified limited dates in specified geographical areas.

QUESTION 6: What is the purpose of awarding badges?

- A. To provide for public recognition by tangible evidence of the attainment of a high degree of skill, proficiency, and excellence in tests and competition, as well as in the performance of duties.
- B. To provide healthy and meaningful competition among service members and/or units.
- C. To provide a means of displaying success in competition between members of a unit.
- D. To show excellence and distinction in a chosen military occupational specialty.

QUESTION 7: What are the different types of badges?

- A. Combat and distinctive skill badges, marksmanship badges (and clasps) and unit identification badges.
- B. Combat and special skill badges, marksmanship badges, identification badges, and tabs.
- C. Combat and special leader tabs, marksmanship badges (with appurtenances), and identification badges (tabs).
- D. Combat and locally established special skill badges, marksmanship badges (with clasps), and campaign identification badges (with tabs).

QUESTION 8: Does a PCS or unit transfer of a soldier automatically entitle the soldier to receive a decoration?

- A. Yes, under normal conditions, as long as the individual is not pending an adverse administrative action (flag).
 - B. It is up to the approval authority at the higher level headquarters.
 - C. Yes, as long as the entire period of service with the unit was under honorable conditions.
 - D. Departure from an assignment does not automatically entitle the individual to an award.
-

**Procedures,
continued**

QUESTION 9: How must soldiers distinguish themselves to comply with the Army's intent for the award of the Good Conduct Medal?

- A. By active Federal military service for a period of not less than 3 years and with no nonjudicial punishment episodes during the same time period.
- B. By exemplary conduct, efficiency, and fidelity throughout a specified period of continuous enlisted active Federal military service.
- C. By unblemished continuous enlisted active Federal military service.
- D. For meritorious service characterized by distinguished performance above that normally expected, over a sustained period.

QUESTION 10: To whom can you award an Army Achievement Medal (AAM)?

- A. Any military member.
- B. Enlisted personnel only.
- C. All enlisted and officer personnel below the grade of major.
- D. Any military member, enlisted or officer, except a general officer.

QUESTION 11: Without considering exceptions, what is the time limitation for recommending a soldier for a military decoration?

- A. Within one year of the act, achievement, or service honored.
- B. There is no actual time limit.
- C. Within two years of the act, achievement, or service honored.
- D. The same as the statute of limitations for other types of administrative functions, 3 years.

QUESTION 12: What types of orders does the Army use to announce awards?

- A. Published orders and general permanent orders.
- B. General orders and permanent orders.
- C. Confirmatory orders and permanent written orders.
- D. Special orders, general orders, and confirmatory orders.

QUESTION 13: What policy must units follow when presenting decorations?

- A. Present with an appropriate air of formality and with fitting ceremony.
 - B. Present in conjunction with a unit promotion ceremony for maximum attendance.
 - C. Present at a farewell function in an informal setting to ensure only friends and immediate coworkers/supervisors are present where it will have more meaning.
 - D. Present in the presence of immediate family member/friends for a special impact.
-

**Procedures,
continued**

QUESTION 14: How else can a commander recognize periods of faithful service, acts, or achievements which do not meet the standards required for decorations?

- A. With a memorandum of commendation.
- B. With a certificate of commendation.
- C. With an accolade signed by The President.
- D. With a certificate of achievement or letters of commendation and appreciation.

QUESTION 15:

You must review a completed DA Form 638 IAW AR 600-8-22, without using any reference material. Refer to the situation below. You may mark your answers directly on the DA Form 638 or use a separate piece of bond paper. Upon completion of your review refer to the solution on page C-X to find the correct answers.

Situation:

1. Today is 1 Jun 97. You are the First Sergeant of Company D, 4th Battalion, 70th Armor which is part of the 1st Brigade, 7th Armored Division at Fort Sand, Texas 79999-5000. Your company commander is CPT John W. Hardcharger. SSG James L. Smith, 455-74-8530, a tank commander in your company, will transfer to a new unit effective 17 Sep 97.
2. SSG Smith joined your unit on 12 Sep 94. In addition to earning "Superior" qualification rating on each of three tank gunnery qualifications, SSG Smith led his crew to excel in the recent NTC rotation and a live-fire demonstration (for the Secretary of the Army's visit). Due to his leadership, his crew's average APFT score is 285. He reorganized the company's tank gunnery program, which resulted in the unit receiving the highest aggregate score in the division on the last tank gunnery. SSG Smith's previous awards are one Army Commendation Medal (ARCOM) and one Army Achievement Medal (AAM).
3. SSG Smith's platoon sergeant, SFC Iam A. Student wishes to recommend SSG Smith for award of an Army Commendation Medal (ARCOM) for his meritorious service. You want to make this presentation at the Aug 97 drill. Your commander also considers SSG Smith an outstanding NCO and recommends approval.

Requirement:

Review SFC Student's DA Form 638 for SSG Smith's award. Circle any errors you find on the form. For any errors you find, list correct entries by block number on the DA Form 638 or on a blank piece of paper.

**Feedback
Requirements**

None

SOLUTION TO PRACTICAL EXERCISE 1

QUESTION 1: What is the objective of the awards program?

ANSWER: B. To provide tangible recognition for acts of valor, exceptional service or achievement, special skills or qualifications, and acts of heroism not involving actual combat.

Ref: AR 600-8-22 (SH-1), p SH-1-4, para 1-12a

QUESTION 2: How does AR 600-8-22 define "award"?

ANSWER: D. Recognition given to individuals or units for certain acts or services, or badges, accolades, emblems, citations, commendations, streamers, and silver bands.

Ref: AR 600-8-22 (SH-1), p SH-1-31, Glossary

QUESTION 3: How does AR 600-8-22 define "decoration"?

ANSWER: C. Distinctively designed mark of honor denoting heroism or meritorious/ outstanding service/achievement.

Ref: AR 600-8-22 (SH-1), p SH-1-32, Glossary

QUESTION 4: Why does the U.S. Army award military decorations?

ANSWER: D. In recognition of heroism, meritorious achievement, or meritorious service.

Ref: AR 600-8-22 (SH-1), p SH-1-10, para 3-1a

QUESTION 5: What is the purpose of service (campaign) medals and service ribbons?

ANSWER: D. To denote honorable performance of military duty within specified limited dates in specified geographical areas.

Ref: AR 600-8-22 (SH-1), p SH-1-24, para 5-1

QUESTION 6: What is the purpose of awarding badges?

ANSWER: A. To provide for public recognition by tangible evidence of the attainment of a high degree of skill, proficiency, and excellence in tests and competition, as well as in the performance of duties.

Ref: AR 600-8-22 (SH-1), p SH-1-28, para 8-1

QUESTION 7: What are the different types of badges?

ANSWER: B. Combat and special skill badges, marksmanship badges, identification badges, and tabs.

Ref: AR 600-8-22 (SH-1), p SH-1-28, para 8-2a thru d

QUESTION 8: Does a PCS or unit transfer of a soldier automatically entitle the soldier to receive a decoration?

ANSWER: D. Departure from an assignment does not automatically entitle the individual to an award.

Ref: AR 600-8-22 (SH-1), p SH-1-11, para 3-1d

QUESTION 9: How must soldiers distinguish themselves to comply with the Army's intent for the award of the Good Conduct Medal?

ANSWER: B. By exemplary conduct, efficiency, and fidelity throughout a specified period of continuous enlisted active Federal military service.

Ref: AR 600-8-22 (SH-1), p SH-1-20, para 4-1

QUESTION 10: To whom can you award an Army Achievement Medal (AAM)?

ANSWER: D. Any military member, enlisted or officer, except a general officer.

Ref: AR 600-8-22 (SH-1), p SH-1-14, para 3-17b and c

QUESTION 11: Without considering exceptions, what is the time limitation for recommending a soldier for a military decoration?

ANSWER: C. Within two years of the act, achievement, or service honored.

Ref: AR 600-8-22 (SH-1), p SH-1-4, para 1-14

QUESTION 12: What types of orders does the Army use to announce awards?

ANSWER: B. General orders and permanent orders.

Ref: AR 600-8-22 (SH-1), p SH-1-4, para 1-25

QUESTION 13: What policy must units follow when presenting decorations?

ANSWER: A. Present with an appropriate air of formality and with fitting ceremony.

Ref: AR 600-8-22 (SH-1), p SH-1-6, para 1-31a thru g

QUESTION 14: How else can a commander recognize periods of faithful service, acts, or achievements which do not meet the standards required for decorations?

ANSWER: D. With a certificate of achievement or letters of commendation and appreciation.

Ref: AR 600-8-22 (SH-1), pp SH-1-29 and SH-1-30, para 10-7 and 10-15

QUESTION 15:

Solution to DA Form 638.

Block 2: Cdr, Co D, 4th Bn, 70th AR
FT Sand, TX 79999-5000

Block 4: Smith, James L.

Block 5: SSG

Block 6: 455-74-8530

Block 8: ARCOM, AAM

Block 10: ARCOM-1 OLC

Block 11a: 12 Sep 94

Block 13: No

Block 16: Platoon Sergeant

Block 15: Co D, 4th Bn, 70th AR
FT Sand, TX 79999-5000

Block 18: Platoon Sergeant

Block 20 Achievement #1: Replace "tree" with "three"

Block 20 Achievement #2: Replace "excelled" with "excel"

Block 20 Achievement #3: replace "385" with "285"

Block 20 Achievement #4: Replace "gummery" with "gunnery"

Block 21: Replace "Air Force" with "Army"

Ref: AR 600-8-22 (SH-1) , pp SH-1-17 thru SH-1-19, para 3-19, table 3-4

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Appendix D

HANDOUTS FOR LESSON 1: U657 version 1

This appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Extracted Material from AR 600-8-22, Military Awards	SH-1-1 thru SH-1-34
SH-2, DA Form 638, Job Aid	SH-2-1 and SH-2-2

Student Handout 1

This student handout contains 31 pages of extracted material from
AR 600-8-22, Military Awards, 25 February 1995

Chapter 1, Introduction

Pages

1-1, Purpose	SH-1-4
1-2, Objective and implementation	SH-1-4
1-13, Categories of individual awards	SH-1-4
1-14, Time limitation	SH-1-4
1-15, Lost recommendations	SH-1-4 and SH-1-5
1-16, Character of Service	SH-1-5
1-25, Announcement of awards	SH-1-5
1-31, Presentation of decorations	SH-1-6
1-40, Order of precedence--awards and decorations	SH-1-6
1-41, Order of precedence—service medals and service ribbons	SH-1-6 and SH-1-7
1-42, Medals and appurtenances	SH-1-7
1-43, Badges and appurtenances	SH-1-7 and SH-18
1-44, Requisitions	SH-1-8
1-45, Supply of certificates for military decorations	SH-1-8
1-46, U.S. Army medals--original issue or replacement	SH-1-8 and SH-1-9
1-47, Items not issued or sold by Department of the Army	SH-1-10
1-48, Manufacture and sale of decorations or appurtenances	SH-1-10

Chapter 2, Department of Defense Awards and Decorations

2-1, Objective	SH-1-10
2-2, Order of precedence	SH-1-10

Chapter 3, U.S. Army Individual Decorations

3-1, Intent	SH-1-10 and SH-1-11
3-2, Decorations authorized and order of precedence	SH-1-11
3-3, Personnel eligible	SH-1-11
3-4, Peacetime award approval authority	SH-1-11 thru SH-1-13
3-5, Wartime conditions award approval authority	SH-1-13
3-10, Legion of Merit	SH-1-13
3-14, Meritorious Service Medal	SH-1-13
3-16, Army Commendation Medal	SH-1-13 and SH-1-14
3-17, Army Achievement Medal	SH-1-14
3-18, Rules for processing DA Form 638, Recommendation for Award	SH-1-14 thru SH-1-16
3-19, Rules for preparing and processing awards using the DA Form 638, Recommendation for Award	SH-1-17 thru SH-1-19
3-20, Rules for preparing Army award certificates	SH-1-19 and SH-1-20

Chapter 4, Good Conduct Medal and Army Reserve Components Achievement Medal

4-1, Intent	SH-1-20
4-2, Personnel eligible	SH-1-20
4-3, Award approval authority	SH-1-20
4-4, Basis for approval	SH-1-20 and SH-1-21
4-5, Qualifying periods of service	SH-1-21
4-6, Character of service	SH-1-21
4-7, Additional implementing instructions	SH-1-21 and SH-1-22
4-8, Disqualification for the Army Good Conduct Medal	SH-1-22
4-9, Subsequent awards and clasps	SH-1-23
4-10, Army Good Conduct Medal certificate policy	SH-1-24
4-11, Retroactive award	SH-1-24
4-12, Rules for processing Army Good Conduct Medal	SH-1-24
4-13, Steps for processing award of the Army Good Conduct Medal	SH-1-24

Chapter 5, Service Medals and Service Ribbons

5-1, Intent	SH-1-24 and SH-1-25
5-2, Service medals and ribbons awarded by other U.S. Services	SH-1-25
5-3, Army Reserve Components Overseas Training Ribbon	SH-1-25
5-4, Overseas Service Ribbon	SH-1-25 and SH-1-26
5-5, Army Service Ribbon	SH-1-26
5-6, Noncommissioned Officer Professional Development Ribbon	SH-1-26 thru SH-1-28

Chapter 8, Badges and Tabs, U.S. Origin

8-1, Intent	SH-1-28
8-2, Types of badges	SH-1-28
8-3, Special guidance	SH-1-28
8-4, To whom awarded	SH-1-28 and SH-1-29
8-5, Recommendation and authority to award	SH-1-29

Chapter 10, Certificates, Memorandums, and Letters

10-1, Intent	SH-1-29
10-2, Prohibitions	SH-1-29
10-3, Certificates for decorations	SH-1-29
10-7, Certificate of Achievement	SH-1-29
10-12, Certificate for badges	SH-1-30
10-13, Memorandums or letters	SH-1-30
10-14, Accolade	SH-1-30
10-15, Letters of commendation and appreciation	SH-1-30

Glossary

Terms

SH-1-31 thru SH-1-34

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1-1. Purpose

This regulation prescribes Army policy, criteria, and administrative instructions concerning individual military awards. Information on various civilian awards is found in AR 672-20. The goal of the total Army awards program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service.

1-12. Objective and implementation

a. The objective of the DA Military Awards Program is to provide tangible recognition for acts of valor, exceptional service or achievement, special skills or qualifications, and acts of heroism not involving actual combat.

b. Implementation of the provisions of this regulation is a command responsibility. Administrative procedures will ensure the prompt recognition of deserving soldiers.

1-13. Categories of individual awards

Individual awards are grouped into the following categories: Decorations, Good Conduct Medal, service medals, service ribbons, badges and tabs, and certificates and letters.

1-14. Time limitation

a. Except as indicated below, each recommendation for an award of a military decoration must be entered administratively into military channels within 2 years of the act, achievement, or service to be honored. (See para 1-15 for lost recommendations.)

b. To be fully effective, an award must be timely. Undue delay in submitting a recommendation may preclude its consideration. It is highly desirable that a recommendation be placed in military channels and acted upon as quickly as possible. If circumstances preclude submission of a completely documented recommendation, it is best to submit it as soon as possible and note that additional data will be submitted later. However, to

ensure prompt recognition, interim awards should be considered and are encouraged as indicated in paragraph 1-19.

c. No military decoration, except the Purple Heart and as indicated in paragraphs d and e below, will be awarded more than 3 years after the act or period of service to be honored. (See para 1-15 for lost recommendations.)

d. These time limitations do not apply to retroactive and conversion awards made in confirmation of recognition of previously issued orders, letters, or certificates or in exchange of decorations hereinafter authorized.

e. In cases where it can be conclusively proven that formal submission of a recommendation for award was not made within the time limitations indicated in c above, because either the person recommending or the person being recommended was in a prisoner of war (POW), missing in action (MIA) or in a medically incapacitated status, award of the Silver Star or lesser decorations may be approved without regard to elapsed time since the act, achievement, or service occurred, that is to be honored.

f. Recommendations for award of U.S. Army decorations forwarded through command channels to Commander, PERSCOM, ATTN: TAPC-PDA, Alexandria VA 22332-0471, for final action will be initiated sufficiently in advance to arrive in PERSCOM not less than 60 days before the desired presentation date.

1-15. Lost recommendations

If the Secretary of the Army determines that a statement setting forth the distinguished act, achievement, or service, and a recommendation for official recognition was made and supported by sufficient evidence within 2 years after the distinguished service, and that no award was made because the statement was lost, or through inadvertence the recommendation was not acted upon; he or she may, within 2 years after the date of the determination, award

any appropriate military decoration, Numeral, or Oak Leaf Cluster in lieu thereof, to the person concerned (10 USC 3744). In each case, the proponent for an award provides the following to Commander, PERSCOM, ATTN: TAPC-PDA, Alexandria, VA 22332-0471:

- a. Conclusive evidence of the formal submission of the recommendation into military channels.
- b. Conclusive evidence of the loss of the recommendation or the failure to act on the recommendation through inadvertence.
- c. A copy of the original recommendation, or its substantive equivalent. As a minimum, the recommendation should be accompanied by statements, certificates, or affidavits corroborating the events or services involved. It is emphasized that the proponent must provide Commander, PERSCOM, ATTN: TAPC-PDA, Alexandria, VA 22332-0471, with adequate information for Secretarial evaluation of the deed or service to determine if an award is to be made. The person signing a reconstructed award recommendation must be identified clearly in terms of his or her official relationship to the intended recipient at the time of the act or during the period of service to be recognized.

1-16. Character of Service

a. Personal decorations. A medal will not be awarded or presented to any individual whose entire service subsequent to the time of the distinguished act, achievement, or service has not been honorable. The determination of "honorable " will be based on such honest and faithful service according the standards of conduct, courage, and duty required by law and customs of the service of a member of the grade to whom the standard is applied. Commanders will ensure that--

(1) Individuals on whom favorable personnel actions have been suspended neither are recommended for nor receive awards during the period of the suspension. Exceptions to the above are listed in AR

600-8-2, paragraph 1-14.

(2) Other-than-honorable service subsequent to submission of the recommendation for an award is promptly reported to the awards approving authority with a recommendation for appropriate action.

b. Waiver for overweight. As an exception to a(1) above, a soldier who is flagged for over-weight may be recommended for and presented an award based on valor, heroism, or for length of service retirement. (See AR 600-8-2.)

c. Badges. A badge will not be awarded to any person who, subsequent to qualification therefore, has been dismissed, dishonorably discharged, or convicted of desertion by court-martial.

1-25. Announcement of awards

a. Decorations and the Good Conduct Medal.

(1) Awards made by the President, the Secretary of Defense, and the Secretary of the Army will be announced in DA General Orders.

(2) Awards of decorations and the Good Conduct Medal made by principal HQDA officials will be announced in permanent orders.

(3) Awards of decorations and the Good Conduct Medal made according to delegated authority will be announced in permanent orders by the commanders authorized to make the awards.

b. Service medals and service ribbons. Service medals and service ribbons are administratively awarded to individuals who meet the qualifying criteria. Orders are not required.

c. Badges. Permanent awards of badges, except basic marksmanship qualification badges, identification badges, and the Physical Fitness Badge will be announced in permanent orders by commanders authorized to make the award or permanent orders of HQDA.

1-31. Presentation of decorations

a. The Medal of Honor is usually presented to living awardees by the President of the United States at the White House. Posthumous presentation to the next of kin normally is made in Washington, DC, by the President or his personal representative.

b. Other U.S. military decorations will be presented with an appropriate air of formality and with fitting ceremony. FM 22-5 pre-scribes the ceremony for presentation of decorations at a formal review.

c. When deemed appropriate, commanders are encouraged to recognize both military and civilian members of their organization in mutual awards ceremonies as outlined in b above. These ceremonies should be conducted in an atmosphere of formality and dignity.

d. Foreign decorations will not be presented by members of the U.S. Army to designated recipients whether awardees or next of kin.

e. Conversion awards, service medals, and service ribbons usually are not presented with formal ceremony. However, such presentation may be made at the discretion of the local commander.

f. In the act of presentation, a decoration may be pinned on the clothing of the awardee whether in uniform or civilian clothing or on the next-of-kin in the case of a presentation following the recipient's death; however, this will not be construed as authority to wear the decoration for any person other than the individual honored. As an alternative to pinning the decoration, especially on next-of-kin, it may be handed to the recipient in an opened decoration container.

g. Whenever practical, badges will be presented to military personnel in a formal ceremony as provided in FM 3-21.5. Presentations should be made as promptly as practical following announcement of awards, and when possible, in the presence of the troops with whom the recipients were

serving at the time of the qualification.

h. Presentation of the Good Conduct Medal (GCM) to military personnel may be made at troop formations. (See FM 3-21.5.) Ceremonies will not be conducted to present the GCM to former military personnel or next of kin.

i. The Army Lapel Button will be formally presented at troop formations or other suitable ceremonies. The U.S. Army Retired Lapel Button will be presented at an appropriate ceremony prior to their departure for retirement. These buttons may be presented to a separating soldier at the same time as the Good Conduct Medal and other approved decoration.

1-40. Order of precedence--awards and decorations

a. Decorations, the Good Conduct Medal, service medals, and service ribbons are ranked in the following order of precedence when worn or displayed:

- (1) U.S. military decorations.
- (2) U.S. nonmilitary decorations.
- (3) Prisoner of War Medal.
- (4) Good Conduct Medal.
- (5) U.S. Army Reserve Components Achievement Medal.
- (6) U.S. service medals and service ribbons.
- (7) U.S. Merchant Marine decorations.
- (8) Foreign decorations (excluding service medals and ribbons).
- (9) Non-U.S. service medals and ribbons.

b. The order of precedence for wear within the various classes of medals and service ribbons is stated in AR 670-1, paragraph 28-6.

c. Decorations, service medals, badges, tabs, and appurtenances are illustrated in AR 670-1 and DA Pam 672-6.

1-41. Order of precedence--service medals and service ribbons

a. Order of precedence for the following U.S. service medals and service ribbons is:

- (1) World War I Victory Medal.

- (2) Army of Occupation of Germany Medal.
- (3) American Defense Service Medal.
- (4) Women's Army Corps Service Medal.
- (5) American Campaign Medal.
- (6) Asiatic-Pacific Campaign Medal.
- (7) European-African-Middle Eastern Campaign Medal.
- (8) World War II Victory Medal.
- (9) Army of Occupation Medal.
- (10) Medal of Humane Action.
- (11) National Defense Service Medal.
- (12) Korean Service Medal.
- (13) Antarctica Service Medal.
- (14) Armed Forces Expeditionary Medal.
- (15) Vietnam Service Medal.
- (16) Southwest Asia Service Medal.
- (17) Humanitarian Service Medal.
- (18) Armed Forces Reserve Medal.
- (19) NCO Professional Development Ribbon.
- (20) Army Service Ribbon.
- (21) Overseas Service Ribbon.
- (22) Army Reserve Components Overseas Training Ribbon.
- (23) Coast Guard Special Operations Service Ribbon.

b. Order of precedence for the following non-U.S. Service awards is:

- (1) Philippine Defense Ribbon.
- (2) Philippine Liberation Ribbon.
- (3) Philippine Independence Ribbon.
- (4) United Nations Service Medal.
- (5) United Nations Medal.
- (6) Multinational Force and Observers Medal.
- (7) Republic of Vietnam Campaign Medal.
- (8) Kuwait Liberation Medal.

1-42. Medals and appurtenances

Medals and appurtenances listed below are issued by Department of the Army:

- a. Decorations.
- b. Service medals.
- c. Service ribbons.
- d. Palms.
- e. Rosettes.
- f. Clasps.

- g. Arrowheads.
- h. Service stars.
- i. French Fourragere.
- j. Netherlands Orange Lanyard.
- k. Good Conduct Medals.
- l. Oak Leaf Cluster.
- m. Numerals.
- n. Letter "V" devices.
- o. Certificate for decorations.
- p. Lapel buttons for decorations.
- q. Miscellaneous lapel buttons listed in paragraphs 6-14 and 6-15.
- r. Ten-year devices.
- s. Berlin Airlift devices.
- t. Containers for decorations.
- u. Miniature decorations to foreign military personnel.

1-43. Badges and appurtenances

Badges and appurtenances listed below are issued by Department of the Army:

- a. Combat and special skill badges.
- b. Basic Marksmanship Designation Badges.
- c. Distinguished marksmanship designation badges.
- d. Excellence in competition badges.
- e. Basic marksmanship qualification badges and bars.
- f. Army Staff Identification Badge.
- g. The Guard, Tomb of the Unknown Soldier Identification Badge (an item of organizational equipment).
- h. Army ROTC Nurse Cadet Program Identification Badge.
- i. Drill Sergeant Identification Badge.
- j. U.S. Army Recruiter Badge.
- k. Career Counselor Badge.

- l. Army National Guard Recruiter Badge.
- m. U.S. Army Reserve Recruiter Badge.

1-44. Requisitions

a. Commanders may submit requisitions for available medals and appurtenances through normal supply channels for properly documented awards to personnel in the active Federal military service or in the Reserve Components; undocumented entries in qualifications records or separation documents are not acceptable. Requisitions for decorations will contain first name, middle initial, and surname of each awardee for engraving purposes. Requisitions will contain a statement that items requisitioned are to be issued to authorized individuals and do not exceed immediate needs. Commanders authorized to approve decorations, to make awards of the Good Conduct Medal and the Armed Forces Reserve Medal are authorized to requisition in bulk a supply of medals and appurtenances on the basis of anticipated 60-to 90-day requirement.

b. Combat and special skill badges, basic marksmanship qualification badges, and authorized bars, the Army Lapel Button, U.S. Army Retired Lapel Button, and the Lapel Button for Next of Kin of Deceased Personnel may be requisitioned by commanders through normal channels. Requisitions will contain a statement that issue is to be made to authorized personnel. Commanders authorized to make the award may requisition bulk delivery of appurtenances, badges, and buttons to meet needs for 60 days. Care should be taken that excessive stocks are not requisitioned. Initial issue or replacement for a badge lost, destroyed, or rendered unfit for use without fault or neglect on the part of the person to whom it was awarded, will be made upon application, without charge to military personnel on active duty

and at stock fund standard price to all others.

c. CG, PERSCOM and CG, ARPERCEN, will complete and forward DA Form 1577 (Authorization for Issuance of Awards) to Commander, U.S. Army Support Activity, Philadelphia, PA 19101-3460, who will engrave as appropriate, and distribute approved award elements. DA Form 1577 is a limited use, DA controlled form. Only CG, PERSCOM and CG, ARPERCEN are authorized to requisition and use this form.

1-45. Supply of certificates for military decorations

Certificates for decorations awarded in the field will be requisitioned from the Commander, U.S. Army Publications Distribution Center, ATTN: SFIS-APC-BD, 2800 Eastern Boulevard, Baltimore, MD 21220-2896. See also DA Pam 25-30.

1-46. U.S. Army medals--original issue or replacement

All U.S. Army medals are presented without cost to an awardee. Replacement of medals or service ribbons for individuals not on active duty may be made at cost price. Requests will be honored from the original recipient of the award, or if deceased, from his or her primary next of kin in the following order: surviving spouse, eldest child, father or mother, eldest brother or sister, or eldest grandchild. Issue or replacement of service medals and service ribbons antedating the World War I Victory Medal is no longer accomplished. These awards are not available from the supply system. No money should be mailed until instructions are received from HQ, PERSCOM (TAPC-PDA) or the CG, U.S. Army Reserve Personnel Center. Requests for medals should be directed as shown in table 1-1.

Table 1-1. Addresses for requesting medals.

Request for: Personnel in active Federal military service or in the Army National Guard or U.S. Army Reserve.

Submit to: Unit Commander.

ATTN: N/A

Request for: Medals in behalf of individuals having no current U.S. Army status or deceased.

Submit to: Commander U.S. Army Reserve Personnel Center.

ATTN: DARP-VSE-A, 9700 Page Boulevard, St. Louis, MO 63132-5200.

Request for: Personnel receiving retired pay, except general officers.

Submit to: Commander U.S. Army Reserve Personnel Center.

ATTN: DARP-VSE-A, 9700 Page Boulevard, St. Louis, MO 63132-5200.

Request for: Retired general officers.

Submit to: Commander, PERSCOM.

ATTN: TAPC-PDA, 200 Stovall Street, Alexandria VA 22332-0471.

a. Not used.

b. Issue of medals, other than Army. Medals and appurtenances awarded while in active Federal service in one of the other U.S. military Services will be issued on individual request to appropriate Service as shown in table 1-2.

Table 1-2. Addresses for requesting medals for other Services.

Request for: Navy awards.

Submit to: Chief of Naval Operations, Department of the Navy.

ATTN: OP-09B33, WASH DC 20350-2000.

Request for: Air Force awards.

Submit to: Commander, U.S. Air Force Military Personnel Center.

ATTN: DPMASA1, Randolph Air Force Base, TX 78150-6001.

Request for: Marine Corps awards.

Submit to: Commandant, U.S. Marine Corps, Code: MHM-1, WASH DC 20380-0001.

ATTN: N/A.

Request for: Coast Guard awards.

Submit to: Commandant (G-PS-5/TP41), U.S. Coast Guard, WASH DC 20593.

ATTN: N/A.

1-47. Items not issued or sold by Department of the Army

The items listed below are not issued by the Department of the Army--

- a. Miniature medals and appurtenances.
- b. Miniature service ribbons.
- c. Miniature devices.
- d. Lapel buttons for service medal.
- e. Lapel Button for service prior to 8 September 39.
- f. Active Reserve Lapel Button.
- g. Identification badges, except as provided in paragraph 1-43.
- h. Lapel buttons for badges.
- i. Certificates for badges.
- j. Foreign badges.
- k. Miniature combat infantryman, expert infantryman, combat medical, expert field medical, and aviation badges.
- l. Dress miniature badges.
- m. Miniatures may be purchased from dealers in military insignia.

1-48. Manufacture and sale of decorations and appurtenances

AR 672-8 prescribes the Army policy governing the manufacture, sale, reproduction, possession, and wearing of military decorations, medals, badges, and insignia.

2-1. Objective

- a. This chapter explains Department of Defense (DOD) policies and procedures on awarding Defense decorations and service awards; nonmilitary decorations; the acceptance of foreign military decorations by members of the Armed Forces of the United States; and the Office of Secretary of Defense Identification Badge. It describes the various Defense awards; the basis or eligibility requirements for the award; who is eligible to receive; and who is authorized to

approve the award. It tells how to prepare, submit, and process recommendations for DOD decorations.

- b. The objective of the DOD Military Awards Program is to ensure members of the Armed Forces of the United States receive tangible recognition for acts of valor, exceptional service or achievement, and acts of heroism not involving actual combat. Processing and approval of DOD awards are made in the name of the Secretary of Defense.

2-2. Order of precedence

DOD awards are categorized as U.S. military decorations and service medals and service ribbons. The order of precedence for wear of these awards is stated in AR 670-1, paragraph 28-6 and in paragraphs 1-40 and 1-41 of this regulation.

3-1. Intent

- a. U.S. Army military decorations are awarded in recognition of heroism, meritorious achievement, or meritorious service.
- b. In peacetime, U.S. Army military decorations recognize achievements which have significantly contributed to the readiness or effectiveness of a unit or organization, or have made notable contributions to the morale or esprit de corps of units or organizations. Exceptional command or leadership of a crew, team, section, squad, or similar unit may be considered meritorious achievement or service. Recommendations for awards must be based on specific achievement.
- c. The decision to award an individual a decoration and the decision as to which award is appropriate are both subjective decisions made by the commander having award approval authority. Awards for meritorious achievement or service will not be based upon the grade of the intended recipient. Rather, the award should reflect both the individual's level of responsibility and his or her manner of performance. The degree to which an individual's achievement

or service enhanced the readiness or effectiveness of his or her organization will be the predominant factor.

d. No individual is automatically entitled to an award upon departure from an assignment. Awards presented in conjunction with a permanent change of station will be limited to exceptional cases. Certificates of Achievement and Letters of Commendation or Appreciation are appropriate means to recognize departing personnel.

e. No preconditions for an award may be established such as, for example, when soldiers are informed in advance that attainment of specific goals will result in the automatic award of a given decoration. Military decorations will not be used as prizes in contests.

f. Limiting awards to a specific number per unit is not authorized.

3-2. Decorations authorized and order of precedence

a. The U.S. Army decorations authorized and the order of precedence are as follows:

- (1) Medal of Honor.
- (2) Distinguished Service Cross.
- (3) Distinguished Service Medal.
- (4) Silver Star.
- (5) Legion of Merit.
- (6) Distinguished Flying Cross.
- (7) Soldier's Medal.
- (8) Bronze Star Medal.
- (9) Meritorious Service Medal.
- (10) Air Medal.
- (11) Army Commendation Medal.
- (12) Army Achievement Medal.

b. The above awards are outlined in table 3-1 at the end of the chapters.

3-3. Personnel eligible

Decorations are awarded primarily to military personnel for services performed while in active Federal military service, however, established criteria for some decorations authorizes awards to personnel in other categories. The following additional

instructions apply:

a. Reserve Components. The Secretary of the Army may award specific decorations to members of the Reserve Components of the Army not in active Federal service. This would be to recognize exceptionally meritorious service or singular acts of heroism or achievement directly related to performance of duty as a member of such Reserve Components. The Secretary may also at his or her discretion award an appropriate decoration during occasional periods of active military service. To qualify, these acts, achievements, or services must not be related directly to membership in the Reserve Component. They must clearly be of significant benefit to the mission accomplishment of the Army.

b. U.S. civilians. Specific decorations may be awarded to U.S. citizen civilian personnel who are determined to be "serving with" the U.S. Army in a combat zone. The Purple Heart, subject to the criteria in paragraph 2-8, can be awarded by the Secretary of the Army to civilians wounded or killed in international terrorists incidents.

c. Foreign military personnel. Specific decorations may be awarded to foreign personnel for acts or services deemed to be beneficial to the U.S. Government. (See AR 672-7(C).)

d. Deceased personnel. Awards of medals may be made following the death of the person being honored.

3-4. Peacetime award approval authority

a. Awards for peacetime service are made by the President, the Secretary of Defense, and the Secretary of the Army. When peacetime criteria apply, authority to award decorations is automatically delegated as shown in table 3-2 at the end of this chapter.

b. Approval authorities must be in command or serving as head of a principal HQDA agency. This authority may not be delegated to subordinate officials (that is, executive officer, chief of staff, deputy

commander, and so forth). In instances where the incumbent commander is not available to act on recommendations (hospitalization, extended temporary duty or leave) the acting commander, regardless of grade, may take final action provided an formal official assumption of command has taken place. In such cases the acting commander will sign documents using the title "Acting Commander. "

c. The delegation of military award approval authority to certain senior civilian leaders is governed by memorandum from the Administrative Assistant to the Secretary of the Army.

d. Commanders having authority to approve an award may delegate disapproval authority to their immediate subordinate commanders, provided those subordinate commanders have authority to approve the next lower award. This delegation must be in writing and should be accomplished with each change of command. Commanders reporting directly to HQ, PERSCOM and officials reporting directly to a principal HQDA agency are delegated disapproval authority for current recommendations for award of the Distinguished Flying Cross, Soldier's Medal, and Air Medal. Such commanders and HQDA officials may also disapprove service and other achievement award recommendations, provided they have authority to approve the next lower award. This disapproval authority includes awards for non-Army personnel.

e. The authority to disapprove a recommendation to award a general officer the Distinguished Service Medal rests solely with the Chief of Staff, Army and the Vice Chief of Staff, Army. This does not preclude a commander or head of principal Army agency from recommending disapproval of the Distinguished Service Medal for a general officer.

f. Award approval authority applies equally to Army element commanders in joint, unified and combined commands in accordance with the grade of the Army

element commander and applies only within the headquarters concerned for approval of Army awards to Army personnel assigned to that headquarters. If an individual is recommended for an award higher than the Army element commander may approve, the recommendation will be processed through joint command channels to the Commander, PERSCOM, ATTN: TAPC-PDA, 200 Stovall Street, Alexandria, VA 22332-0471, or to an intermediate joint headquarters in which the senior U.S. commander is a U.S. Army general officer with the requisite approval authority, for final action. In those cases where the Army element commander is not the senior United States commander in the headquarters, concurrence of that senior commander, regardless of branch of Armed Forces, will be obtained prior to approval of the award. Army awards approval authority does not apply within the Office of Secretary of Defense (OSD) or the Organization of the Joint Chiefs of Staff (OJCS) but does include Defense OJCS Activities. Where an Army element commander has not been formally designated, the senior Army general officer within the headquarters will exercise awards approval authority commensurate with his or her grade.

g. Major Army commanders and CONUS armies, with awards approval authority, are authorized to award applicable decorations to unit and nonunit Reserve Component personnel under their command in accordance with the authorized grade of the commanders concerned. For attached Individual Mobilization Augmentees (IMA) or nonunit Reserve personnel attached to U.S. Army Reserve or active Army units for active duty for training (ADT), active duty for special work (ADSW), inactive duty training (IDT), or in Active Guard Reserve (AGR) status, whose records are maintained by ARPERCEN, the unit of attachment will obtain concurrence from Commander, ARPERCEN, ATTN: DARP-MSR-I, St. Louis, MO 63132-5200, and any previous awards, proper oak leaf cluster, period of award, derogatory information, flagging

action and or other applicable information from personnel files. A copy of the permanent order granting the award will be provided the Commander, ARPERCEN, ATTN: DARP-RSR, for inclusion in the individual's OMPF.

h. State adjutants general and commanders of Army National Guard and U.S. Army Reserve commands may award applicable decorations to personnel under their command, including active component and full time AGR personnel performing full time duty under their command.

3-5. Wartime conditions award approval authority

a. The Medal of Honor is awarded only by the President. Other decorations are awarded by the President, the Secretary of Defense, and the Secretary of the Army. When wartime conditions erupt, authority to further delegate decorations approval authority will be requested from the Secretary of the Army. Initial delegation will be requested consistent with the award approval authority outlined in table 3-3, at the end of this chapter. Initial delegation authority is not absolute, but is provided for contingency planning purposes only. Delegation of awards approval authority will be reviewed at 30 day intervals after combat commences to determine if further delegation would be expedient and justified.

b. Chapter 12 contains additional mobilization instructions.

3-10. Legion of Merit

a. The Legion of Merit, section 1121, title 10, United States Code (10 USC 1121), was established by Act of Congress 20 July 1942.

b. The Legion of Merit is awarded to any member of the Armed Forces of the United States or a friendly foreign nation who has distinguished himself or herself by exceptionally meritorious conduct in the performance of outstanding services and achievements.

c. Criteria for members of the Armed

Forces of the United States are as follows:

(1) The performance must have been such as to merit recognition of key individuals for service rendered in a clearly exceptional manner. Performance of duties normal to the grade, branch, specialty, or assignment, and experience of an individual is not an adequate basis for this award.

(2) For service not related to actual war, the term "key individuals" applies to a narrower range of positions than in time of war and requires evidence of significant achievement. In peacetime, service should be in the nature of a special requirement or of an extremely difficult duty performed in an unprecedented and clearly exceptional manner. However, justification of the award may accrue by virtue of exceptionally meritorious service in a succession of important positions.

(3) Award will be made without reference to degree.

d. Criteria for member of Armed Forces of foreign nations is in AR 672-7(C).

3-14. Meritorious Service Medal

a. The Meritorious Service Medal was established by Executive Order 11448, 16 January 1969 as amended by Executive Order 12312, 2 July 1981.

b. The Meritorious Service Medal is awarded to any member of the Armed Forces of the United States or to any member of the Armed Forces of a friendly foreign nation who, while serving in a noncombat area after 16 January 1969, has distinguished himself or herself by outstanding meritorious achievement or service.

3-16. Army Commendation Medal

a. The Army Commendation Medal (ARCOM) was established by War Department Circular 377, 18 December 1945 (amended in DA General Orders 10, 31 March 1960).

b. The ARCOM is awarded to any member of the Armed Forces of the United States who, while serving in any capacity with the

Army after 6 December 1941, distinguishes himself or herself by heroism, meritorious achievement or meritorious service. Award may be made to a member of the Armed Forces of a friendly foreign nation who, after 1 June 1962, distinguishes himself or herself by an act of heroism, extraordinary achievement, or meritorious service which has been of mutual benefit to a friendly nation and the United States.

c. Awards of the ARCOM may be made for acts of valor performed under circumstances described above which are of lesser degree than required for award of the Bronze Star Medal. These acts may involve aerial flight.

d. An award of the ARCOM may be made for acts of noncombatant-related heroism which do not meet the requirements for an award of the Soldier's Medal.

e. The ARCOM will not be awarded to general officers.

f. Awards of the ARCOM may be made on letter application to Commander, ARPER-CEN, ATTN: DARP-VSE-A, 9700 Page Boulevard, St Louis, MO 63132-5200, to any individual commended after 6 December 1941 and before to 1 January 1946 in a letter, certificate, or order of commendation, as distinguished from letter of appreciation, signed by an officer in the grade or position of a major general or higher. Awards of the Army Commendation Ribbon and of the Commendation Ribbon with Metal Pendant were re-designated by DA General Orders 10, 31 March 1960, as awards of the Army Commendation Medal, without amendment of orders previously issued.

3-17. Army Achievement Medal

a. The Army Achievement Medal (AAM) was established by the Secretary of the Army, 10 April 1981.

b. The AAM is awarded to any member of the Armed Forces of the United States, or to any member of the Armed Forces of a friendly foreign nation, who while serving in

any capacity with the Army in a noncombat area on or after 1 August 1981, distinguished himself or herself by meritorious service or achievement of a lesser degree than required for award of the Army Commendation Medal.

c. The AAM will not be awarded to general officers.

3-18. Rules for processing DA Form 638, Recommendation for Award

a. The DA Form 638 will be used to initiate, process, and approve award recommendations of all U.S. Army individual decorations, to include valor and heroism decorations.

b. Statutory and regulatory time limits for processing valorous awards are in paragraphs 1-14 and 1-15.

c. Criteria for the various valor awards are as shown in this chapter under the respective decoration.

d. Approval authorities may make award decisions without referral to a local awards board. Awards boards are optional and are at the discretion of the approval authority.

e. Permanent award orders are an authorized part of the DA Form 638. Permanent award orders authority may be delegated to award approval authorities who would not normally publish permanent orders. This delegation should be in writing. Permanent orders filing will include a master set filed at the issuing headquarters; see AR 310-10, formats 700-705. Approved awards of the Medal of Honor, Distinguished Service Cross, and Soldier's Medal will be confirmed in Department of the Army General Orders.

f. Amendments, rescissions, or revocation of permanent award orders will be prepared on a separate order (See AR 310-10, formats 700 and 705 and paras 1-27 through 1-30 of this regulation).

g. Approval authorities for individual decorations are in tables 3-2 and 3-3 at the end of this chapter.

h. Commanders may disapprove the next higher award normally associated with their grade, provided such authority has been delegated to them. See specifics in note 2, table 3-2, at the end of this chapter. This delegation must be in writing.

i. Orders publication authority for awards may be delegated by Meritorious Service Medal approval authorities (MG and above) to commanders exercising lower award approval authority. Such delegation will allow those commanders (COL or LTC) with Army Commendation Medal or Army Achievement Medal approval authority to issue award orders once the award is approved. This is an exception to AR 310-10, para-graph 1-4. The documentation and control requirements in AR 310-10, paragraph 1-22, must be established by the commander before publishing award orders.

j. Each headquarters will have procedures established to ensure that every recommendation is processed with a minimum of delay. Recommendations requiring action by HQ, PERSCOM or higher authority should arrive no later than 60 days prior to the desired presentation date. All other recommendations should be approved or disapproved within command channels within 60 days of initiation.

k. When a recommendation contains classified information, the DA Form 638 and allied documents will bear a security classification and/or protective markings. The packet will be prepared, processed and protected according to AR 380-5. Proposed and approved citations will be prepared so as to contain no classified information.

l. A separate recommendation will be submitted for each proposed award of a decoration and only one proposed awardee will be named in a single recommendation.

m. The recommender will, to the extent possible, verify data on the DA Form 638 concerning the awardee from official Army personnel documents.

n. Recommendations will be submitted with original and three copies of all documents.

o. Premature disclosure of information to the public, or to the individual being recommended for an award is a potential source of embarrassment to recommending officials and should be strongly discouraged. Prior disclosure of approved awards should also be discouraged since it would diminish the impact of ceremonies when the award is ultimately presented.

p. Recommendations will be forwarded through command channels to the commander authorized to approve or disapprove it. Each intermediate commander/supervisor will recommend approval or disapproval, and cite specific reasons whenever disapproval is recommended.

q. Typing the recommendation is not required. Recommendations may be handwritten or handprinted, but must be clearly legible. Use only black ink for machine read-ability (copier, fax, or microfiche). If the form is typed, the limited resources of the PAC should not be used for this purpose.

r. Narrative description of meritorious service or achievement for awards of the MSM, ARCOM, and AAM will be limited to bullet format in the space allowed on the DA Form 638. Narratives are required for all other awards and will be added as an addendum to the recommendation. Narrative should be prepared on 8 1/2-by 11-inch bond paper and is limited to one page except for recommendations of the Distinguished Service Medal and above. Narratives for valor must contain a description of the following elements: terrain and weather of the area in which the action took place; enemy conditions, to include morale, proximity, firepower, casualties and situation prior to, during and after the act; the effect of the act on the enemy; the action of comrades in the immediate vicinity of the act and the degree of their participation in the act; if the act occurred in aerial flight, the type and position of the aircraft and the individual's crew position; the degree to which the act was voluntary;

the degree to which the act was outstanding and exceeded what was normally expected of the individual; all unusual circumstances; and overall effects or results of the act.

s. Heroism award recommendations will contain statements of eyewitnesses, preferably in the form of certificates, affidavits, or sworn statements; extracts from official records; sketches; maps; diagrams; photographs; and so forth, which support and amplify stated facts for the heroism award.

t. All Medal of Honor recommendations must be referred to HQ, PERSCOM for action, regardless of the recommendations by field and intermediate level commanders. Medal of Honor recommendations will be processed on a priority basis and will not be interrupted before they are referred to Cdr, PERSCOM (TAPC-PDA). Medal of Honor recommendations will be processed and controlled as "For Official Use Only" material. Premature disclosure of Medal of Honor action is not authorized. Medal of Honor recommendations will contain, when appropriate, the endorsement of the subordinate unified commander; commander, joint task force; unified or specified commander involved; and a recommendation from the JCS. After JCS recommendation is received, HQ, PERSCOM (TAPC-PDA) will continue the

final processing.

u. Properly constituted award recommendations will include the following:

- (1) DA Form 638 (Recommendation for Award).
- (2) Narrative justification as explained above.
- (3) Proposed citation.
- (4) Support documents. (Optional)
- (5) Eyewitness statements in the form of certificates, affidavits, or sworn statements. (Optional for Silver Star and lesser awards.)
- (6) Records extracts, sketches, maps, diagrams, and photographs which support and amplify the award of heroism. (Optional for Silver Star and lesser awards.)
- (7) Recommendations from all intermediate level commanders.

v. If an award is approved, a copy of the approved award certificate, with the soldier's social security number written at the top right hand corner, will be filed in the OMPF. Permanent order data will already exist on the original certificate in typed format in the lower left hand portion of the certificate. The DA Form 638 will be filed in the OMPF only in instances of disapproval or downgrade of the originally recommended award.

3.19 Steps for preparing and processing awards using the DA Form 638, Recommendation for Award

The steps for preparing processing awards using the DA Form 638 are in table 3-4.

AR 600-8-22, Table 3-4, Steps for preparing and processing awards using DA Form 638			
STEP	WORK CENTER	REQUIRED ACTION	DA 638 BLOCK #
1	Soldier	Performs a valorous or heroic act, meritorious achievement or meritorious service.	N/A
2	Recommender	Complete parts I, II, III of DA Form 638. There is no requirement to type the DA Form 638, but hand-written or handprinted recommendations must be legible using black ink. (You may type the DA Form 638 only if non-PAC personnel prepare the form).	N/A
3	do	Enter the address of the final approval authority.	Block 1
4	do	Enter the address of the soldier's immediate commander.	Block 2
5	do	Enter the date.	Block 3
6	do	Enter soldier's complete name, rank, social security number, and unit in appropriate block.	Blocks 4, 5, 6, & 7
7	do	List all previous individual awards to include oak leaf clusters. (Example: AAM-2OLC). Contact PSC for this data. If no awards, state "NO AWDS."	Block 8
8	do	Complete only for recommendations for award to members of other U.S. Armed Services and foreign nationals. For members of other Services, enter the Service (Example: U.S. Air Force). For foreign nationals enter country (Example: Federal Republic of Germany).	Block 9
9	Recommender	Enter recommended award, to include oak leaf cluster or number of award (in the case of AM).	Block 10
10	do	Enter the period covered by proposed award. (Example: 10 May 88 to 1 Nov 90).	Block 11
11	do	Enter reasons for the recommended award. Specify if the award is for valor, heroism, meritorious achievement or meritorious service. If presented with and interim award, state the award in the block provided.	Block 12
12	do	Check yes or no for posthumous award.	Block 13
13	do	Enter name of recommender.	Block 14
	do	Enter address of recommender.	Block 15
	do	Enter Title/Position of recommender.	Block 16
	do	Enter Rank of recommender.	Block 17
	do	Enter Relationship to Awardee of recommender. This serves to clarify the status of the recommender particularly in cases where some-one outside the chain of command is making a recommendation.	Block 18
	do	For historical purposes it is imperative that the recommender sign the original DA Form 638.	Block 19

14	do	For awards of the MSM, ARCOM, and AAM; use bullet statements to list the individual's meritorious achievements or service. This block allows for listing up to 4 separate achievements. You may enter a maximum of 4 lines. Recommendations of all other awards require a narrative justification which you will add as an addendum (enclosure) to the DA Form 638. Specific guidance regarding narrative justification and requirements for valor and heroism awards are outlined in para 3-18r and s.	Block 20
15	Recommender	Complete the proposed citation. You will limit the citation for awards of the MSM, ARCOM, and AAM, to six lines and restricted to the space allowed on DA Form 638. You will limit the citation for all other awards to nine lines. You may submit the citation on 8-1/2 by 11-inch bond paper. For award of the DSM and above you may use up to 19 lines.	Block 21
16	do	Submit the proposed awards to the individual's immediate commander/supervisor for further action.	N/A
17	Cdr/Supv	Forward DA Form 638 to PAC for verification of eligibility (flagging) data.	N/A
18	PAC/Admin Clerk	Check to see if soldier has a flag on file. If flagged, check AR 600-8-2 for award eligibility. If eligible, certify by signature. Return to Cdr/ Supv. If ineligible, return DA Form 638 through Cdr/Supv to recommender.	Block 22
19	Cdr/Supv	Complete to approve, disapprove, upgrade, or down-grade recommendation. Take final action and complete block 26, if authorized to do so, or forward to next higher commander, supervisor, headquarters.	Block 23
20	Intermediate authority	Complete both blocks as applicable. If the chain is such that you require completion of more blocks, you will complete additional endorsements on 8-1/2 by 11-inch bond paper and enclose the page as an addendum to the form.	Blocks 24 & 25
21	Award approval authority	Final award approval authority will complete this block. If approved, forward the DA 638 to orders issuing authority (PAC) for completion of Part V – Orders data.	Block 26

22	PAC/Admin Clerk	If not approved (no award), make copies of the DA Form 638 for PSC records and return the original through the intermediate commander (if any) to BN PAC. The PAC will make copies for recommender, individual, and BN (unit) files. The BN PAC will forward original to the servicing PSC for forwarding to soldiers OMPF.	Block 26 d
23	do	If approval authority downgrades the award, prepare Part V, headquarters block, permanent orders number, date and approved award. Prepare award certificate as outlined in table 3-5 for approval authority to sign. Send copy of the DA Form 638 for filing in soldiers OMPF.	Block 26 d
24	do	If marked for approval, prepare Part V, orders data to include issuing headquarters, permanent orders number, date, and approved award.	Block 26 d
25	do	Print orders approval authority's name and grade in the block provided. You may use a signature stamp for the signature.	Block 28 a
26	Adjutant	Sign in orders approval authority (adjutant or commander designee).	Block 28 d
27	PAC/Admin Clerk	Complete distribution using the following: Soldier (1), OMPF (1), MPRJ (1), & Files (1).	Block 31
28	do	Prepare the award certificate (see table 3-5).	N/A
29	Adjutant or PAC/ Admin Clerk	Obtain approval authority's (commander's) signature on the certificate, (ensure approved DA Form 638 gets to approval authority, with the certificate).	N/A
30	do	Make 4 copies of the DA Form 638. Make one copy of the certificate.	N/A
31	do	The original certificate and soldier's copy of the DA Form 638 go into the green award folder for presentation to the soldier.	N/A
32	do	Send 1 copy of the DA Form 638 to PSC for filing.	N/A
33	do	Provide 1 copy of the DA Form 638 to unit for the soldier's PAC/unit file.	N/A
34	do	File original DA Form 638 in awards orders file of issuing headquarters.	N/A
35	PSC clerk	Add soldier's social security number to a copy of the certificate and forward for filing in the soldier's OMPF. (See AR 600-8-104, para 4-3.) Record award data on DA Form 2-1 and file copy for DA Form 638. Submit SIDPERS transaction for officers awards.	N/A

3-20. Rules for preparing Army award certificates

a. Proposed certificate citations submitted to HQ, PERSCOM (TAPC-PDA) for approval of heroism awards (Soldier's

Medal and higher), and for the Distinguished Service Medal will be typed double-spaced, not more than 12 characters per inch, on 8 1/2-by 11-inch paper, and may be continued on one double-spaced

typewritten page. Do not submit actual certificates to HQ, PERSCOM.

b. Certificate citations for the Legion of Merit, Bronze Star Medal, Air Medal with "V" Device and Army Commendation Medal with "V" Device are limited to a maximum of nine lines, 12 characters per inch.

c. Certificate citations for the Meritorious Service Medal, Army Commendation Medal and Army Achievement Medal are limited to a maximum of four lines, except retirement awards which may be six lines in length.

d. In view of the inherent historical value of the award certificate and the acts or service it represents, it is imperative that it be prepared with care so that its appearance is professional and dignified. Certificates should include a brief descriptive narrative and should not be so brief as to distract from its meaning, and should be prepared on a letter quality printer or equivalent.

e. Effective 4 March 1993, certificates for award of the Meritorious Service Medal, Army Commendation Medal, and Army Achievement Medal will no longer require the overprinted signature of the Secretary of the Army. Certificates for award of the Legion of Merit and above and all wartime decorations will continue to be issued with the overprinted signature of the Secretary of the Army.

4-1. Intent

The Army Good Conduct Medal (AGCM) was established by Executive Order 8809, 28 June 1941 and was amended by Executive Order 9323, 1943 and by Executive Order 10444, 10 April 1953. It is awarded for exemplary behavior, efficiency, and fidelity in active Federal military service. It is awarded on a selective basis to each soldier who distinguishes himself or herself from among his or her fellow soldiers by their exemplary conduct, efficiency, and fidelity throughout a specified period of continuous enlisted active Federal military service, as outlined in this chapter. There is no right or entitlement to the medal until the immediate commander has approved the

award and the award has been announced in permanent orders. See glossary for definition of "active Federal military service."

4-2. Personnel eligible

a. Active Component enlisted soldiers.

b. Active Guard Reserve (AGR) enlisted personnel serving on extended periods of active duty (other than for training) under title 10, USC are eligible for award of the AGCM for qualifying service beginning on or after 1 September 1982, provided no period of the service has been duplicated by the same period of service for which the soldier has been awarded the Army Reserve Components Achievement Medal.

c. Retroactively to eligible Army of the United States (AUS) enlisted personnel.

d. Other Army enlisted personnel as may be directed by the Secretary of the Army.

4-3. Award approval authority

Unit commanders are authorized to award the AGCM to enlisted personnel serving under their command jurisdiction who meet the established criteria. Send requests for award of the AGCM for former soldiers to the Commander, ARPERCEN, ATTN: DARP-PAS-EAW, 9700 Page Boulevard, St. Louis, MO 63132-5200. Requests for award of the AGCM for Army National Guard and Army Reserve members for periods of active duty based on qualifying prior active Federal military service (Regular Army and AUS) will be forwarded through normal command channels to the Commander, ARPERCEN, ATTN: DARP-PAS-EAW, 9700 Page Boulevard, St. Louis, MO 63132-5200. Separation transfer points will review the records of enlisted personnel being separated to determine whether they qualify for the AGCM. Where possible, make a reasonable effort to contact the unit commander before awarding the medal to qualified members.

4-4. Basis for approval

The immediate unit commander's decision to award the AGCM will be based on his or

her personal knowledge and of the individual's official records for periods of service under previous commanders during the period for which the award is to be made. The lack of official disqualifying comment by such previous commanders qualifies the use of such period toward the award by current commander.

4-5. Qualifying periods of service

Any one of the following periods of continuous enlisted active Federal military service qualifies for award of the AGCM or of a AGCM Clasp (para 4-9) in conjunction with the criteria in para 4-6):

- a. Each 3 years completed on or after 27 August 1940.
- b. For first award only, 1 year served entirely during the period 7 December 1941 to 2 March 1946.
- c. For first award only, upon termination of service on or after 27 June 1950, of less than 3 years but more than 1 year.
- d. For first award only, upon termination of service, on or after 27 June 1950, of less than 1 year when final separation was by reason of physical disability incurred in line of duty.
- e. For first award only, for those individuals who died before completing 1 year of active Federal military service if the death occurred in the line of duty.

4-6. Character of service

Throughout a qualifying period, each enlisted soldier must meet all of the following criteria for an award:

- a. The immediate commander evaluates the soldier's character as above reproach.
- b. The record of service indicates that the soldier has--
 - (1) Willingly complied with the demands of the military environment.
 - (2) Been loyal and obedient to their superiors.
 - (3) Faithfully supported the goals of their organization and the Army.

(4) Conducted themselves in such an exemplary manner as to distinguish them from their fellow soldiers.

c. While any record of nonjudicial punishment could be in conflict with recognizing the soldier's service as exemplary, such record should not be viewed as automatically disqualifying. The commander analyzes the record, giving consideration to the nature of the infraction, the circumstances under which it occurred and when. Conviction by court-martial terminates a period of qualifying service; a new period begins following the completion of sentence imposed by court-martial.

d. In terms of job performance, the soldier's efficiency must be evaluated and must meet all requirements and expectations for that soldier's grade, MOS, and experience.

e. Individuals whose retention is not warrant-ed under standards prescribed in AR 604-10, paragraph 2-1, or for whom a bar to reenlistment has been approved under the provisions of AR 601-280, chapter 6 (specifically for the reasons enumerated in AR 601-280, paras 6-4a, b, and d), are not eligible for award of the AGCM.

4-7. Additional implementing instructions

a. Qualifying periods of service (para 4-5) must be continuous enlisted active Federal military service. When an interval in excess of 24 hours occurs between enlistments, that portion of service before to the interruption is not creditable toward an award.

b. Release from enlisted status for entry into service as a cadet or midshipman at any U.S. service academy, or discharge from enlisted status for immediate entry on active duty in an officer status is considered termination of service for awarding the AGCM. A minimum of 12 months enlisted service is required and must have been completed for first award of the AGCM; otherwise, the full 3 years of qualifying enlisted service is required.

c. A qualified person scheduled for separation from active Federal military service should receive the award at his or her last duty station. Such award is authorized up to 30 days before the soldier's departure en route to a separation processing installation in CONUS or overseas. Orders announcing such advance awards will indicate the closing date for the award prefixed with date of separation, on or about, as the response to the "Dates or period of service " lead line. Example: from 31 Oct 1977 to date of separation on or about 30 Oct 1980. For soldiers who are granted terminal leave prior to retirement or ETS, orders awarding second and subsequent awards of the AGCM may be issued up to 90 days before retirement or ETS date.

d. An award made for any authorized period of less than 3 years must be for the total period of obligated active Federal military service. This applies to first award only, all other awards of the AGCM require 3 full years qualifying service.

e. Discharge under provisions of AR 635-200 for immediate (re)enlistment is not termination of service.

4-8. Disqualification for the Army Good Conduct Medal

a. Conviction by courts-martial terminates a period of qualifying service; a new period begins the following day after completion of the sentence imposed by the court-martial.

b. Individual whose retention is not warranted under standards prescribed in AR 604-10, paragraph 2-1, or for whom a bar to

reenlistment has been approved under the provisions of AR 601-280, chapter 6 (specifically for the reasons enumerated in AR 601-280, paras 6-4a, b, and d), are not eligible for award of the AGCM.

c. In instances of disqualification as determined by the unit commander, the commander will prepare a statement of the rationale for his or her decision. This statement will include the period of disqualification and will be referred to the individual according to AR 600-37, paragraph 3-6. The unit commander will consider the affected individual's statement. If the commander's decision remains the same, the commander will forward his or her statement, the individual's statement, and his or her consideration for filing in the individual's DA Form 201 (Military Personnel Records Jacket) (MPRJ). The custodian of the MPRJ will forward these documents to Commander, U.S. Army Enlist-ed Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301, for permanent filing in the individual's OMPF.

d. Disqualification for an award of the AGCM can occur at any time during a qualifying period (for example, when manner of performance or efficiency declines). The custodian of the MPRJ will establish the new "beginning date" for the soldier's eligibility for award of the AGCM and indicate the date on the soldier's DA Form 2-1 (Personnel Qualification Record, Part II). These procedures do not apply if soldier is disqualified under the provisions of a and b above.

4-9. Subsequent awards and clasps

A clasp is authorized for wear on the AGCM to denote a second or subsequent award. Clasps authorized for second and subsequent award are in table 4-1.

Table 4-1. Clasps authorized for second and subsequent award of the Good Conduct Medal.

Award: 2d Clasp: Bronze, 2 loops
Award: 3d Clasp: Bronze, 3 loops
Award: 4th Clasp: Bronze, 4 loops
Award: 5th Clasp: Bronze, 5 loops
Award: 6th Clasp: Silver, 1 loop
Award: 7th Clasp: Silver, 2 loops
Award: 8th Clasp: Silver, 3 loops
Award: 9th Clasp: Silver, 4 loops
Award: 10th Clasp: Silver, 5 loops
Award: 11th Clasp: Gold, 1 loop
Award: 12th Clasp: Gold, 2 loops
Award: 13th Clasp: Gold, 3 loops
Award: 14th Clasp: Gold, 4 loops
Award: 15th Clasp: Gold, 5 loops

4-10. Army Good Conduct Medal certificate policy

a. The DA Form 4950 (Good Conduct Medal Certificate) may be presented to enlisted soldiers only on the following occasions:

(1) Concurrent with the first award of the AGCM earned on or after 1 January 1981.

(2) Concurrent with retirement on or after 1 January 1981.

b. When presented at retirement, the DA Form 4950 will reflect the last approved award of the AGCM earned by the soldier before retirement. The number of the last earned will be centered immediately beneath the line "THE GOOD CONDUCT MEDAL;" for example, " Sixth Award." The period shown on the certificate will be the period cited in the last award earned by the soldier.

c. The DA Form 4950 will not be presented for second or subsequent awards of the AGCM except as provided in (2) above.

d. DA Form 4950 is available from the U.S. Army Publications Distribution Center, ATTN: SFIS-APC-BD, 2800 Eastern Boulevard, Baltimore, MD 21220-2896.

4-11. Retroactive award

a. Retroactive award to enlisted personnel, and to officer personnel who qualified in an enlisted status, is authorized provided evidence is available to establish qualification. Where necessary, to correct conflicting or duplicate awards, previous general or permanent orders may be revoked and new orders published, citing this paragraph as authority.

b. Requests for retroactive awards to enlisted persons which cannot be processed due to lack of information will be forwarded to Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301, by the commander having command jurisdiction. Upon receipt of eligibility information from U.S. Army Enlisted Records and Evaluation Center

(USAEREC), the commander can take action to confirm retroactive award of the AGCM by publication of orders, or by informing the soldier of findings of ineligibility.

4-12. Rules for processing Army Good Conduct Medal

a. Management of the AGCM is an automation assisted program for the Active Army.

b. The SIDPERS generated AGCM Suspense Roster (AAC-C24) provides commanders a list of tentative eligibles.

c. Periodic record screens and personnel audits may also be used to identify soldiers who are potentially eligible for award of the AGCM.

d. Eligibility requirements for the AGCM are previously shown within this chapter.

e. Disapproval and disqualification processing for award of the AGCM are shown in this chapter and must be strictly adhered to, to protect the best interests of the soldier and the Army alike.

4-13. Steps for processing award of the Army Good Conduct Medal

The steps for processing award of the Army Good Conduct Medal are in table 4-2.

5-1. Intent

Service (campaign) medals and service ribbons denote honorable performance of military duty within specified limited dates in specified geographical areas. With the exception of the Medal of Humane Action, the Armed Forces Reserve Medal, the NCO Professional Development Ribbon, the Army Service Ribbon, and the Army Reserve Components Overseas Training Ribbon, they are awarded

only for active Federal military service. Orders are not published for service medals, but they are annotated on records by the personnel officer. Award of U.S. Service Medals (Sec II) does not preclude award of Foreign and International Service Medals (Sec II, chap 9.) Refer to chapter 2 for DOD service medals and service ribbons.

5-2. Service medals and ribbons awarded by other U.S. Services

Service medals and ribbons awarded by other U.S. Services may be worn on the Army uniform except the Air Force Longevity Service Award Ribbon and Air Force and Navy Marksmanship ribbons. Service and training ribbons awarded by other U.S. Services will be worn after U.S. Army service and training ribbons and before foreign awards.

5-3. Army Reserve Components Overseas Training Ribbon

a. The Army Reserve Components Overseas Training Ribbon (ARCOTR) was established by the Secretary of the Army on 11 July 1984. It is awarded to members of the Reserve Components of the Army, (Army National Guard and U.S. Army Reserve), for successful completion of annual training (AT) or active duty for training (ADT) for a period not less than 10 consecutive duty days on foreign soil. ARNG and USAR soldiers who accompany the RC unit (including unit cells) to which they are assigned or attached as full-time unit support (FTUS) during overseas training are also eligible for the award.

b. Effective 11 July 1984, all members of the ARNG and USAR are eligible for this award if they were active Reserve status members of the Army National Guard, U.S. Army Reserve (not on active duty in the Active Army), or AGR FTUS soldiers at the time their unit underwent AT or ADT on foreign soil.

c. AGR personnel, not assigned to a TPU, are also eligible for award of the ARCOTR provided they are ordered overseas

specifically as advance party to, simultaneously with, or in support of mop-up operations of RC units training overseas. Ten consecutive days over-seas must be met. Other AGR members over-seas for any other reason are not eligible for the ARCOTR.

d. The ARCOTR may be awarded retro-actively to those personnel who successfully completed AT or ADT on foreign soil in a Reserve status prior to 11 July 1984 provided they have an active status as defined above on or after 11 July 1984.

e. Soldiers must be credited with completion of at least 10 consecutive duty days outside the 50 States, the District of Columbia and U.S. possessions and territories in the performance of duties in conjunction with Active Army, joint services, or Allied Forces. The day of departure counts; the day of return does not.

f. The ARCOTR is a training ribbon which does not conflict with service medals or decorations.

g. Numerals will be used to denote second and subsequent awards of the ARCOTR. (See chap 6.)

5-4. Overseas Service Ribbon

a. The Overseas Service Ribbon (OSR) was established by the Secretary of the Army on 10 April 1981. It is awarded to members of the U.S. Army for successful completion of overseas tours.

b. Effective 1 August 1981, all members of the Active Army, Army National Guard and Army Reserve in an active Reserve status are eligible for this award. The ribbon may be awarded retroactively to those personnel who were credited with a normal overseas tour completion before 1 August 1981 provided they

had an Active Army status as defined above on or after 1 August 1981.

c. Soldiers must be credited with a normal overseas tour completion according to AR 614-30. Service member who had overseas service with another branch of service (USN, USAF, or USMC), must be credited with a normal overseas tour completion by that service to qualify for award of the Army OSR.

d. The OSR will not be awarded for overseas service recognized with another U.S. service medal. For example, if a soldier was credited with overseas tour completions per AR 614-30 for Alaska, Berlin, Germany, and also served in the Vietnam Conflict and the Persian Gulf War, he or she would be entitled to the Overseas Service Ribbon with numeral 2 (Alaska and Germany), Army of Occupation Medal (Berlin), Vietnam Service Medal, and Southwest Asia Service Medal.

e. Numerals will be used to denote second and subsequent awards of the OSR. (See chap 6.)

f. Posthumous award of the OSR. For first award of the OSR only, an individual may be posthumously awarded (on or after 1 Aug 81) the OSR before completion of the overseas tour, provided the soldier's death is ruled "Line of duty-Yes."

5-5. Army Service Ribbon

a. The Army Service Ribbon (ASR) was established by the Secretary of the Army on 10 April 1981. It is awarded to members of the U.S. Army for successful completion of initial entry training.

b. Effective 1 August 1981, all members of the Active Army, Army National Guard, and U.S. Army Reserve in an active Reserve status are eligible for this award. The ribbon may be awarded retroactively to those personnel who completed the required training before 1 August 1981 provided they had an Active Army status as defined above on or after 1 August 1981.

c. Officers will be awarded this ribbon upon

successful completion of their basic/ orientation or higher level course. For those officer personnel assigned a specialty, special skill identifier, or MOS based on civilian or other service acquired skills, this ribbon will be awarded upon honorable completion of 4 months active service.

d. Enlisted soldiers will be awarded this ribbon upon successful completion of their initial MOS producing course. For those enlisted soldiers assigned an MOS based on civilian or other service acquired skills, this ribbon will be awarded on honorable completion of 4 months active service.

e. Only one award of the ASR is authorized, regardless of whether a soldier completes both officer and enlisted initial entry training.

f. For first award only, an individual may be posthumously awarded (on or after 1 Aug 81) the Army Service Ribbon prior to completion of the requisite training or time in service, provided the soldier's death is ruled "Line of duty-Yes."

5-6. Noncommissioned Officer Professional Development Ribbon

a. Criteria. The NCO Professional Development Ribbon (NPDR) was established by the Secretary of the Army on 10 April 1981. It is awarded to members of Active Army, ARNG, and USAR soldiers for successful completion of designated NCO professional development courses.

b. Description. The NPDR consist of the basic ribbon with numeral devices of 2, 3, or 4 which signify satisfactory completion of the respective levels of NCO professional development courses.

c. Policy.

(1) A change approved in February 1989 completely revamped the wear policy of numerals on ribbons and award suspension elements. Also, simultaneously TRADOC announced that the First Sergeant Course is not a recognized element of the NCO Professional Development Training System. Because of the impact of these two far-reaching policy changes, no grandfathering is allowed for Active Army or Reserve Component soldiers concerning the wear of numerals on the NPDR. Only the numerals 2, 3, and 4 are authorized for wear on the ribbon.

(2) Numerals used in conjunction with this service ribbon are the same type as those used for subsequent awards of the Air Medal.

(3) Once a service member has been awarded the NPDR upon graduation from Primary Leadership Development Course (PLDC) or Primary Leadership Development Course-Reserve Component, subsequent appropriate numerals will be awarded to identify completion of higher level Noncommissioned Officers Education System (NCOES) or Reserve Component-NCOES courses.

(4) Senior NCOs selected by the U.S. Army Sergeants Major Academy (USASMA) who complete equivalent resident courses conducted by the other Services will wear the NPDR with numeral 4.

(5) Soldiers who have been authorized by their local commanders to attend local NCO courses or training conducted by the other Services and who qualify for or are awarded another Service's training ribbon will not wear the other Service's ribbons on the Army uniform.

(6) Soldiers who have attended NCO development courses, other than Senior Level, conducted by another Service while in the Army will not be granted Army course equivalency recognition.

(7) Soldiers must successfully complete one or more of the courses listed in c(9) below which are further described in AR 351-1, chapter 6. Graduates of NCO

Academy courses conducted prior to 1976 for the Active Army, and 1980 for Reserve Components, will be given credit for the Primary Level only.

(8) Acceptable evidence of graduation is a diploma, certificate, or a letter signed by an appropriate service school official.

(9) Effective 30 March 1989, a service member will be awarded the NCO Professional Development Ribbon with the numeral which identifies the highest level of NCOES or RC-NCOES successfully completed as follows--Bar Ribbon Device=Primary Level; 2=Basic Level; 3=Advanced Level; and 4=Senior Level.

d. Requirements for award. Effective 1 August 1981, all Active Army, Army National Guard and Army Reserve soldiers in an active status are eligible for this award for satisfactory completion of the respective NCOES or RC-NCOES courses as follows:

(1) Primary level--Primary NCO Course, Combat Arms (PNCOC), Primary Leadership Course (PLC), Primary Technical Courses (Service School--PTC), and Primary Leadership Development Course (PLDC) for award of the basic ribbon.

(2) Basic level--Basic NCO Course, Combat Arms (BNCOC), Basic Technical Courses (Service School--BTC), and Basic NCO Course (CS/CSS-BNCOC) for award of numeral 2.

(3) Advanced level--Advanced NCO Courses (Service School--ANCOC) for award of numeral 3.

(4) Senior level--U.S. Army Sergeants Major Academy (USASMA) for award of numeral 4. (See para c(4) above.)

e. Special instructions. Special instructions for ARNG and USAR are as follows:

(1) Primary Level--Primary NCO Course, Combat Arms-Reserve Components (PNCOC-RC), and effective 1 October 1985 Primary Leadership Development Course-Reserve Components (PLDC-RC).

(2) Basic Level--Basic NCO Course-Reserve Components (CS/Css BNCOC-RC) through 30 September 1985 (PNCOC-RC and BNCOC-RC combined for CA/CS/CSS). Effective 1 October 1987 Basic NCO Course/ Reserve Components (CA, CS, CSS) as developed and implemented.

8-1. Intent

The purpose of awarding badges is to provide for public recognition by tangible evidence of the attainment of a high degree of skill, proficiency, and excellence in tests and competition, as well as in the performance of duties.

8-2. Types of badges.

a. Combat and special skill badges. Combat and special skill badges are awarded to denote proficiency in performance of duties under hazardous conditions and circumstances of extraordinary hardship as well as special qualifications and successful completion of prescribed courses of training.

b. Marksmanship badges. Marksmanship badges and tabs are awarded to indicate the degree in which an individual has qualified in prescribed weapons firing courses or events.

c. Identification badges. Identification badges are authorized to be worn as public evidence of deserved honor and distinction to denote service performed in specified assignments.

d. Tabs. There are three tabs authorized to indicate skill: Ranger, Special Forces, and President's Hundred. (See AR 920-35 for information on President's Hundred Tab.)

8-3. Special guidance

a. Effective 30 September 1986, locally established special skill badges are no longer authorized for wear. Authority for major commanders to approve local badges is rescinded.

b. The award of badges issued by other Services is governed by AR 670-1. Those cases that cannot be resolved should be forwarded to Commander, PERSCOM, ATTN: TAPC-PDA, Alexandria, VA 22332-0471, or to ATTN DAPE-HR-S 300 ARMY PENTA-GON WASHINGTON DC 20310-0300, for issues involving wear of badges.

8-4. To whom awarded

a. The Combat Infantryman Badge may be awarded only to members of the U.S. Army.

b. The Combat Medical Badge may be awarded only to members of the U.S. Army, Navy, or Air Force.

c. Awards of U.S. Army badges to foreign military personnel will be made only with the prior consent of his or her Government and upon completion of the full requirements established for each badge. Foreign military personnel may also qualify for Army badges while attending U.S. Army service schools or while participating in combined or joint operations.

d. All other special skill badges may be earned by U.S. military personnel who qualify while performing honorable active duty or Reserve service in an active status or while formally assigned or attached to the U.S. Army.

e. In certain cases, civilian personnel may be awarded special skill badges provided specific criteria are met. Requests or recommendations for award of

special skill badges to civilians should be directed to designated approval authorities or Commander, PERS-COM, ATTN: TAPC-PDA, Alexandria, VA 22332-0471.

f. Table 8-1, at the end of this chapter, lists the U.S. Army combat and special skill badges authorized and who is authorized to be awarded each badge.

8-5. Recommendation and authority to award

a. Recommendations for awards of badges will be submitted by memorandum or DA Form 4187 through command channels to the commander authorized to make the award.

b. Badges may be approved and awarded in the field only by the commanders authorized to award the respective badge as specified in paragraphs below.

c. Award of badges to Active Army personnel which cannot be resolved by local commanders will be forwarded through command channels to Commander, PERSCOM, ATTN: TAPC-PDA, Alexandria, VA 22332-0471.

d. The processing of orders for award, rescission, revocation, and reinstatement of Army badges and tabs is in paragraphs 1-25 and 1-30.

10-1. Intent

This chapter outlines the policies and procedures governing eligibility criteria and issuance of various certificates and letters.

10-2. Prohibitions

a. Embossed or engraved certificates other than those specifically authorized by the Secretary of the Army will not be issued.

b. The social security number will not be entered on the certificate due to the provisions of the Privacy Act.

10-3. Certificates for decorations

a. Current issue. A certificate will be presented with each award on an authorized military decoration. In no case will a commander issue a certificate

indicating award of a military decoration other than on the standard DA certificate for the awarded decoration. Awards certificates will be issued without reference to numbered oak leaf clusters.

b. Completion. Each certificate for a decoration will be completed by the awarding commander and will bear his or her personal signature in the lower left corner. The grade, name, and branch, together with the place and dates of the act, achievement, or service of the recipient, will be inserted on the certificate in the appropriate spaces.

c. Issuance of prior awards. Any individual awarded U.S. military decorations to whom an appropriate certificate has not been issued may apply for such certificate by writing to the appropriate office indicated in paragraph 1-46, or through command channels to the headquarters currently having authority to award the decoration for which certificate is required. Each request should include a copy of the orders announcing the award.

d. Requisition procedures. Supply. (See para 1-44.)

10-7. Certificate of Achievement

Commanders may recognize periods of faithful service, acts, or achievements which do not meet the standards required for decorations by issuing to individual U.S. military personnel a DA Form 2442 (Certificate of Achievement) or a Certificate of Achievement of local design.

a. Certificates of Achievement will be issued under such regulations as the local commander may prescribe.

b. If a locally designed Certificate of Achievement is printed for use

according to this regulation, it may bear reproductions of insignia. In the interest of economy, the use of color will be held to a minimum.

c. The citation on such certificates will not be worded so that the act of service performed appears to warrant the award of a decoration.

d. No distinguishing device is authorized for wear to indicate the receipt of a Certificate of Achievement.

e. Copies of Certificates of Achievement or memorandum of record stating that a Certificate of Achievement has been awarded and citing the service recognized will be distributed to the individuals Military Personnel Records Jacket and Official Military Personnel File per AR 600-8-104.

f. Certificates of Achievement may be awarded to Department of the Army civilians as specified in AR 672-20.

10-12. Certificates for badges

Commanders authorized to award badges may issue, simultaneously, appropriate certificates of achievement to persons under their command who have qualified for the respective badges. The certificate also may bear a citation which will follow closely the prescribed eligibility requirements for the respective badge. Section IV Memorandums, Letters, and Accolades.

10-13. Memorandums and letters

a. Memorandums and letters which are typed on letterhead stationery and which contain no formalized printing, seals, and other distinctive features which depart from normal letter form may be issued without such approval.

b. See AR 600-8-104 for complete filing authority for certificates, memorandums, and letters.

10-14. Accolade

As a token of appreciation and in recognition of service rendered by those who died in the service of their country, an accolade signed by The President is issued

by The Adjutant General to the next of kin of record of all military personnel whose death occurred in line of duty during World War II, 7 December 1941 to 25 July 1947, both dates inclusive, and in Korea during military operations from 27 June 1950 to 27 July 1954, inclusive. The accolade is also issued to the next of kin of civilians who died overseas or as a result of injury or disease contracted while serving in a civilian capacity with the Armed Forces of the United States during the dates and/or in the areas prescribed above in connection with military personnel.

10-15. Letters of commendation and appreciation

Acts or services which do not meet the criteria for decorations or the various authorized certificates may be recognized by written or oral expressions of commendation or appreciation. A written expression of commendation or appreciation will be typed on letterhead stationery and will not contain formalized printing, seals, or other distinguishing features which depart from normal letter form. Such letters may be issued to military personnel. Copies of each letter of commendation or appreciation will be distributed to the individual's Military Personnel Records Jacket and Official Military Personnel File per AR 600-8-104. Letters of commendation and appreciation may be awarded to individual civilians or to civilian groups as specified in AR 672-20.

Glossary

Section II Terms

Above and beyond the call of duty

Exercise of a voluntary course of action the omission of which would not justly subject the individual to censure for failure in the performance of duty. It usually includes the acceptance of existing danger or extraordinary responsibilities with praiseworthy fortitude and exemplary courage. In its highest degrees it involves the voluntary acceptance of additional danger and risk of life.

Active Federal military service

The term "active Federal military service" means all periods of active duty, Active Guard Reserve (AGR) service and, except for service creditable for the Armed Forces Reserve Medal, and excludes periods of active duty for training (ADT) and full-time training duty (FTTD). Service as a cadet at the United States Military Academy is considered to be active duty for the purposes of military awards and decorations.

Active Guard Reserve

Army National Guard of the U.S. (ARNGUS) and U.S. Army Reserve (USAR) personnel serving on active duty (AD) under title 10, United States Code and Army National Guard personnel serving on full-time National Guard duty (FTNGD) under title 32, United States Code. These personnel are on FTNGD or AD (other than training) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components and are paid from National Guard Personnel, Army or Reserve Personnel Army appropriations.

Area of operation

The foreign territory upon which troops have actually landed or are present and specifically deployed for the direct support of the designated military operation; adjacent water areas in which ships are

operating, patrolling, or providing direct support of operations; and the airspace above and adjacent to the area in which operations are being conducted.

Award

Recognition given to individuals or units for certain acts or services, or badges, accolades, emblems, citations, commendations, streamers, and silver bands. Also an adjectival term used to identify administrative functions relating to recognition (for example, awards boards, award recommendations, and so forth).

Award precondition

Any eligibility criterion not specified by this regulation which must be met before awarding a decoration.

Biographical sketch

Identification of an individual that includes as a minimum: Full name, SSN, date and place of birth, marital status, education, and military service.

Bravery

Quality or state showing courage; level of conduct which is expected of professional Army soldiers.

Combat heroism

Act or acts of heroism by an individual engaged in actual conflict with an armed enemy, or in military operations which involve exposure to personal hazards due to direct enemy action or the imminence of such action.

Combat zone

The region where fighting is going on; the forward area of the theater of operations where combat troops are actively engaged. It extends from the frontline to the front of the communications zone.

Decoration

Distinctively designed mark of honor denoting heroism or meritorious/outstanding service/achievement. Specifically, U.S. Army personnel decorations are Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, Silver Star, Legion of Merit, Distinguished Flying Cross, Soldier's Medal, Bronze Star Medal, Purple Heart, Meritorious Service Medal, Air Medal, Army Commendation Medal, and the Army Achievement Medal.

Direct participation

"Hands-on" activity at the site, or sites, of the military act or operation. The individual must be physically present at the designated location, having contributed to and influenced the action.

Direct support

Services being supplied the combat forces in the area of operations by ground units, ships, and aircraft providing supplies and equipment to the forces concerned, provided it involves actually entering the designated area; and ships and aircraft providing fire, patrol, guard, reconnaissance, or other military support.

Distinguished himself or herself by

A person to have distinguished himself or herself must, by praiseworthy accomplishment, be set apart from other persons in the same or similar circumstances. Determination of this distinction requires careful consideration of exactly what is or was expected as the ordinary, routine, or customary behavior and accomplishment for individuals of like rank and experience for the circumstances involved.

Duty of great responsibility

Duty which, by virtue of the position held, carries the ultimate responsibility for the successful operation of a major command, activity, agency, installation, or project. The discharge of such duty must involve the acceptance and fulfillment of the obligation

so as to greatly benefit the interests of the United States.

Duty of responsibility

Duty which, by virtue of the position held, carries a high degree of the responsibility for successful operation of a major command, activity, agency, installation, or project, or which requires the exercise of judgment and decision affecting plans, policies, operations, or the lives and well-being of others.

Extraordinary heroism

Act or acts of heroism or gallantry involving the risk of life. Minimum level of valorous performance in combat consistent with a recommendation for the Distinguished Service Cross.

Foreign Decoration

Any order, device, medal, badge, insignia, emblem or award, tendered by or received from a foreign government.

Foreign government

Includes any unit of a foreign governmental authority, including any foreign national, State, local and municipal Government; any international or multinational organization whose membership is composed of any unit of foreign government described above; and any agent or representative of any such unit or organization while acting as such.

Gallantry and intrepidity at the risk of life

Fearless spontaneous conduct at the certain risk of life, above and beyond the call of duty, which clearly sets the soldier apart from all other comrades. Minimum level of valorous performance in combat consistent with a recommendation for the Medal of Honor.

Gallantry in action

Spirited and conspicuous acts of heroism and courage. Minimum level of valorous performance in combat consistent with a recommendation for the Silver Star.

Heroism

Extreme courage demonstrated in attaining a noble end. Varying levels of documented heroic actions are necessary to substantiate recommendations for the Bronze Star Medal with "V," Air Medal with "V," and the Army Commendation Medal with "V."

In connection with military operations against an armed enemy

This phrase covers all military operations including combat, support, and supply which have a direct bearing on the outcome of an engagement or engagements against armed opposition. To perform duty, or to accomplish an act or achievement in connection with military operations against an armed enemy, the individual must have been subjected to either personal hazard as a result of direct enemy action, or the imminence of such action, or must have had the conditions under which his or her duty or accomplishment took place complicated by enemy action or the imminence of enemy action.

Key individual

A person who is occupying a position that is indispensable to an organization, activity, or project.

Medal

A term used to--

- a. Include the three categories of awards, namely: decorations, Good Conduct Medal, and service medals.
- b. Refer to the distinctive physical device of metal and ribbon which constitutes the tangible evidence of an award.

Meritorious Achievement

An act which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite

beginning and ending date. The length of time is not a primary consideration; however, speed of accomplishment of an important task can be a factor in determining the value of an act.

Meritorious Service

Service which is distinguished by a succession of outstanding acts of achievement over a sustained period of time. Individual performance must exceed that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty.

Officer

Except where expressly indicated otherwise, the word "officer" means "commissioned or warrant officer."

Operation

A military action, or the carrying out of a strategic, tactical, service, training, or administrative military mission; the process of carrying on combat including movement, supply, attack, defense, and maneuvers needed to gain the objectives of any battle or campaign.

Outstanding or unusually meritorious performance

Performance of duty determined by the employing component to have contributed to an unusually significant degree toward the furtherance of good relations between the United States and the foreign government tendering the decoration. This requires that the service be of national significance to the foreign government and that it be performed under exceptionally difficult, extraordinary, or hazardous conditions.

Peacetime criteria

- a. A period when the United States is not engaged in the prosecution of a formally declared war.
- b. Applied outside a combat zone when the United States is engaged in military operations against an armed enemy, but is not prosecuting a formally declared war, except that in the communications zone those individuals whose duties are in connection with military operations against an armed enemy may be considered under wartime criteria.
- c. A period in specified areas where U.S. troops are engaged in military operations involving conflict with an opposing foreign force or while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

Primary next of kin

Primary next of kin are, in order of precedence, surviving spouse, eldest child, father or mother, eldest brother or sister, or eldest grandchild.

Valor

Heroism performed under combat conditions.

Wartime criteria

- a. A period of formally declared war and for 1 year after the cessation of hostilities.
- b. A period of military operations against an armed enemy and for 1 year after cessation of hostilities. Only those individuals actually in the combat zone or those in the communications zone whose duties involve direct control or support of combat operations are to be considered under wartime criteria.
- c. A period of national emergency declared by the President or by the Congress.

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Student Handout 2

This student handout contains a sample DA Form 638, Recommendation for Award. The sample contains tips to aid you in reviewing an award recommendation.

RECOMMENDATION FOR AWARD For use of this form, see AR 600-8-22; the proponent agency is ODCSPER		
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.		
1. TO	2. FROM	3. DATE
PART I - SOLDIER DATA		
4. NAME	5. RANK	6. SSN
7. ORGANIZATION	8. PREVIOUS AWARDS	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD
		a. FROM b. TO
12. REASON FOR AWARD		13. POSTHUMOUS
12a. INDICATE ACH, SVC, PCS, ETS OR		YES <input type="checkbox"/> NO <input type="checkbox"/>
14. NAME		
16. TITLE/POSITION	17. RANK	
18. RELATIONSHIP TO AWARDEE	19. SIGNATURE <i>Sam A. Student</i>	
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)		
20. ACHIEVEMENTS		
ACHIEVEMENT #1		
ACHIEVEMENT #2		
ACHIEVEMENT #3		
ACHIEVEMENT #4		
21. PROPOSED CITATION		

If none state "NO AWDS"

You may **handwrite or print (legibly)**, in black ink, Parts I, II, & III. You may type if non-PAC personnel prepare it.

Use bullet statements, maximum 4 lines for the AAM, ARCOM, and MSM. (Retirement awards may be six lines). All other awards require a narrative on an enclosure.

Limited to six lines for AAM, ARCOM, and MSM. All other awards require nine lines, except DSM which requires 19 lines, on 8-1/2" x 11" bond paper.

DA FORM 638, NOV 94

REPLACES DA FORM 638, 1 MAR 60, WHICH IS OBSOLETE.
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE.